LCPtracker Procedure Manual for NDDOT Staff: Wage Administrator, Project Engineers, ADEs and Support Staff

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Contents

Introduction

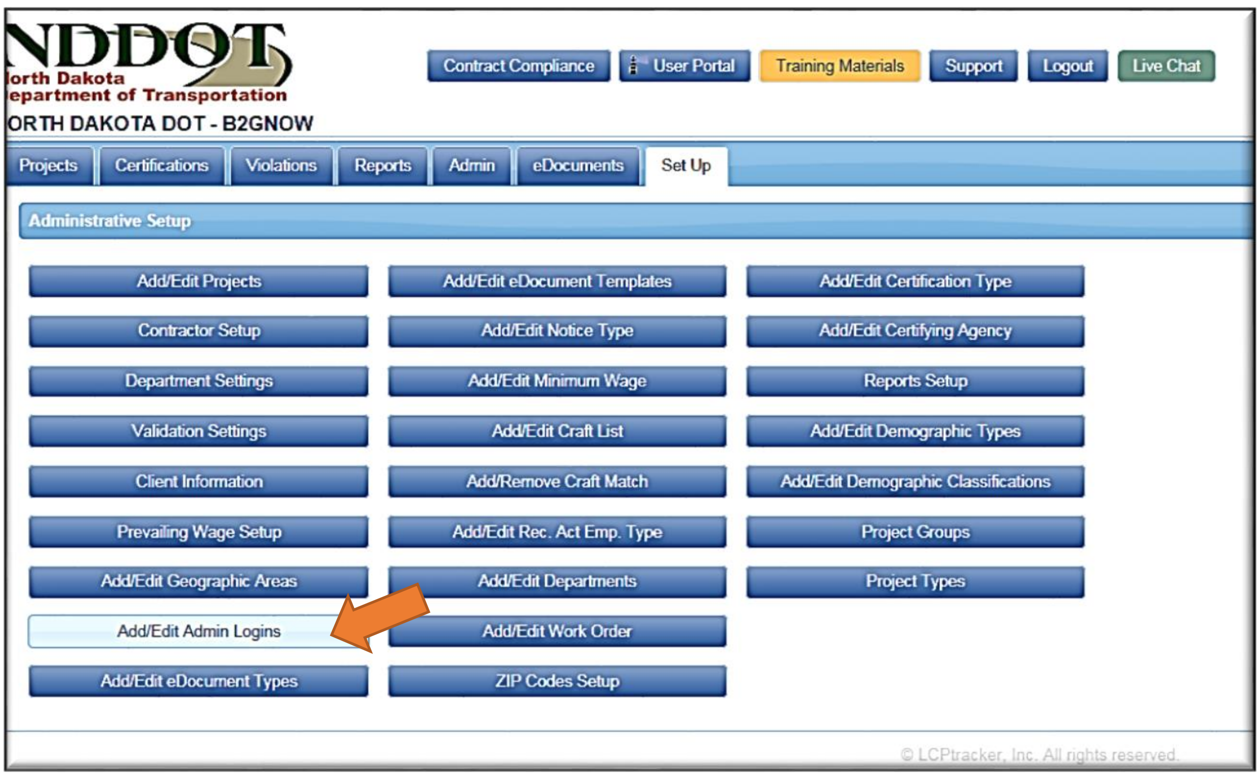
Section 1 – Administrative Users

Note: Input of administrative users will be done mostly by the CRD Davis-Bacon Administrator, but can also be done in the Districts by the ADE and Team Leaders.

1. Administrative users at the NDDOT must be assigned roles and given designated accounts within LCPtracker.

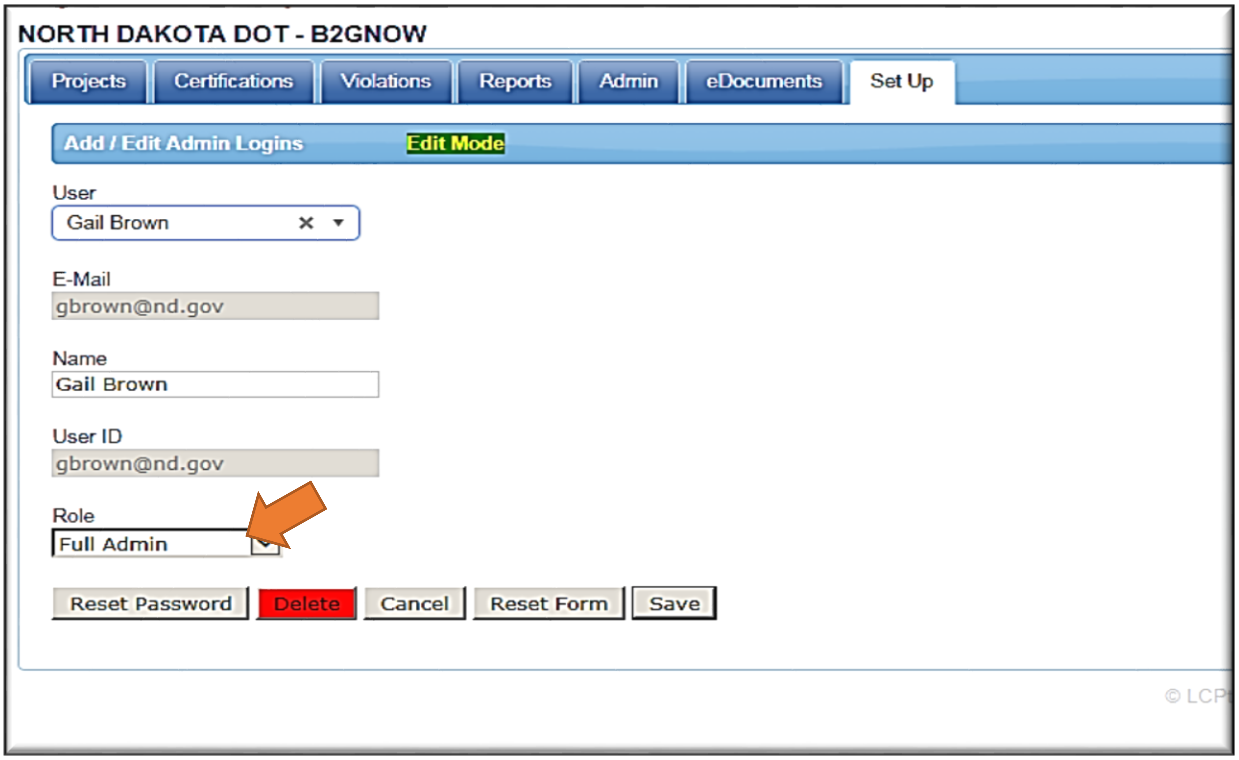
2. The Core management group for LCPtracker are the Full Admins. These Full Admins will be the CRD Director, IT manager for CRD, DBRA Wage Administrator and the CRD Admin. Additionally, all ADEs will be designated as Full Admins. This status allows the user the greatest degree of control of the system.

3. In order to designate an individual as a Full Admin, go to the Set up Tab, and go to the Add/Edit Admin Logins



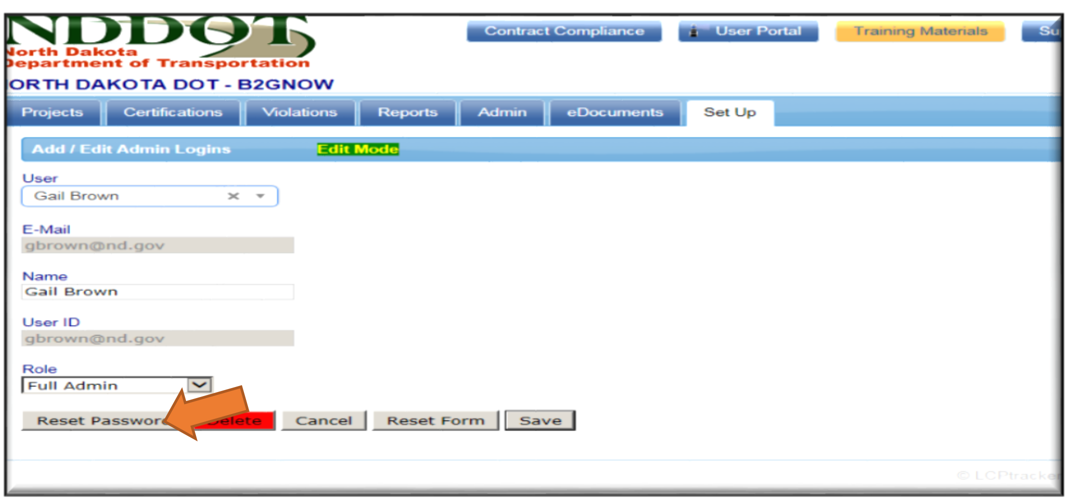
You will then go to the Add/Edit Admin Logins Page, where you will input the individual's email, and name and designate that person as a "Full Admin" on the Role drop-down menu:

At this point, hit “Save” and you will have added this individual as a Full Admin. It is not necessary to assign a District or a Project to a Full Admin – they have access to everything.



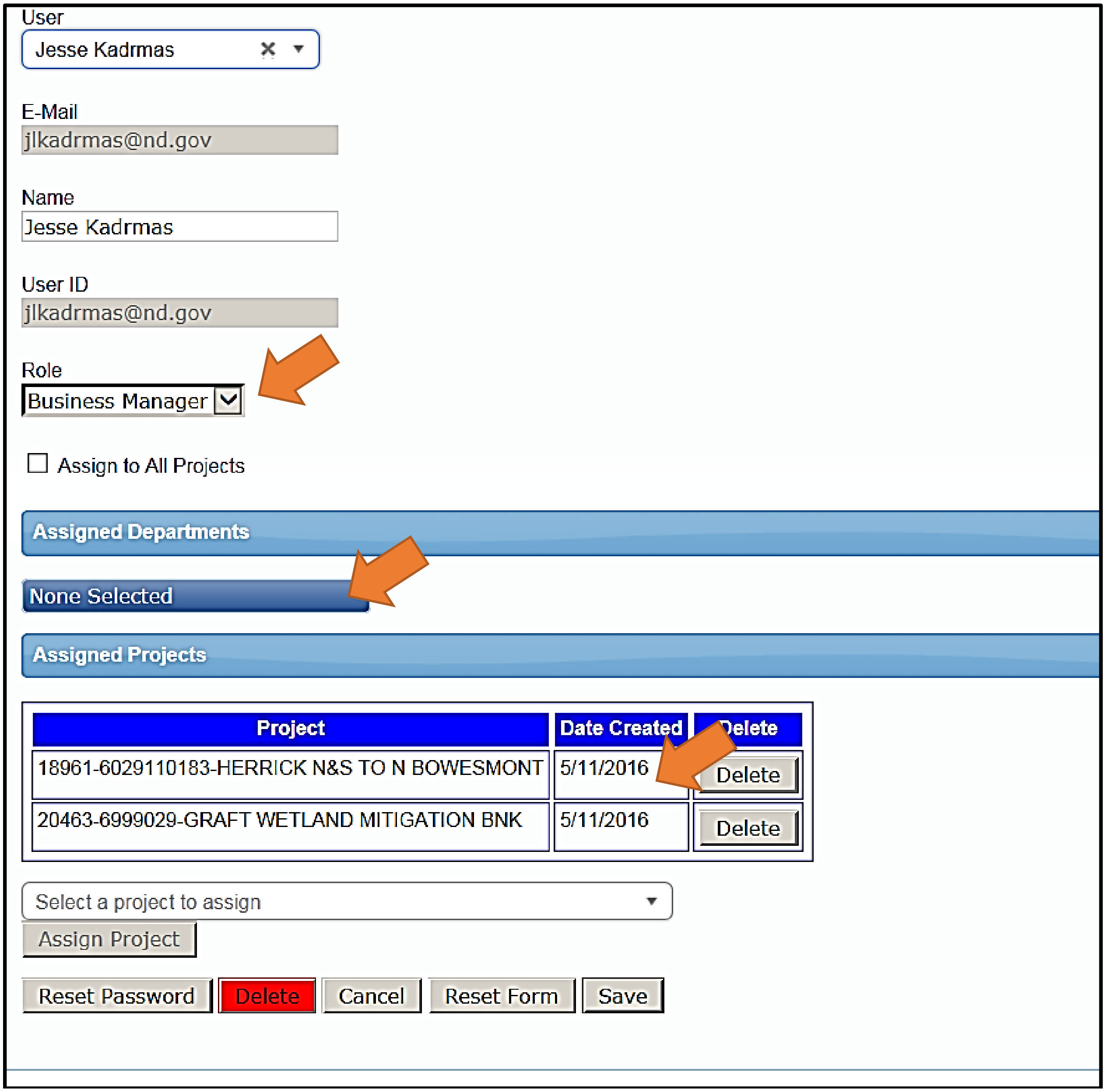
4. To Edit a Full Admin, go into “Add/Edit Admin Logins” and pull down a user name from the User drop-down menu. You can then Delete or modify the access of any person at your level or lower.

5. To reset a password, go into “Add Edit Admin Logins” and press the “Reset Password” button. This will reset the password of the individual to a temporary password which is sent via email to the user.

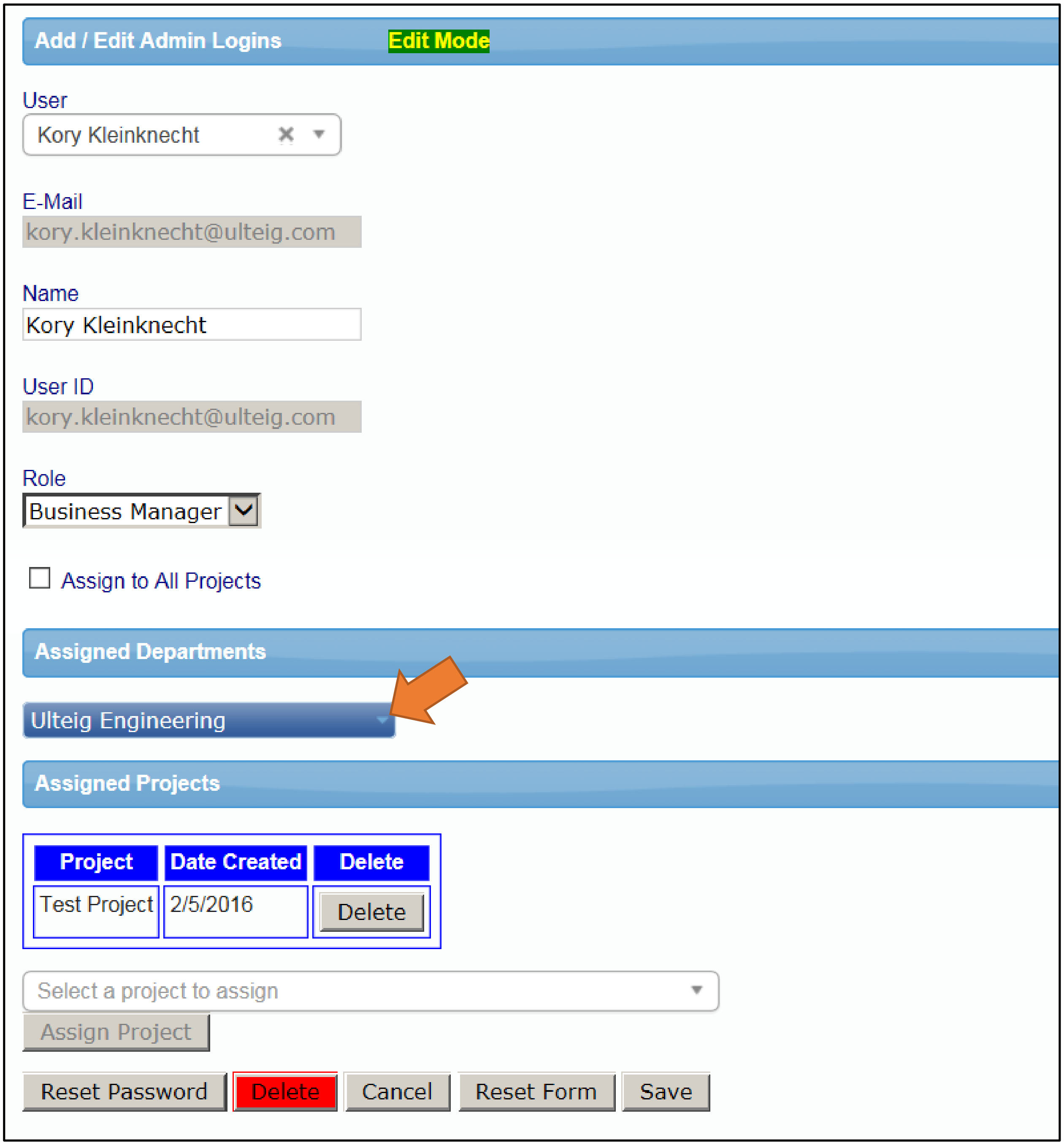


6. The Team Leaders in most Districts will be Business Managers assigned to a District. This status allows the user broad access to assign projects to Project Engineers, but generally within one District. To follow is a typical Business Manager page:

7. Most NDDOT Project Engineers will be designated Business Managers, but will not be assigned a District. They will have projects assigned to them in the Assigned Projects area.



8. Consultant Engineers will each be assigned their own Department – i.e. each consulting firm will be its own Department. In this way, each Consultant Engineer can be limited in viewing only those projects to which the firm has won an award to oversee.

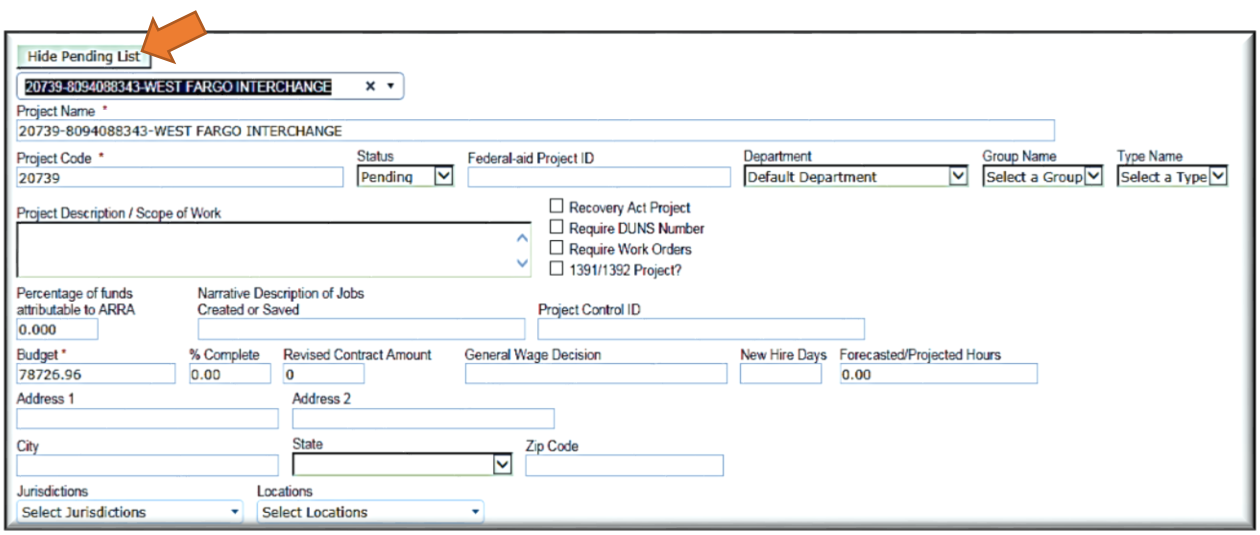


Section 2 – Setting Up Projects

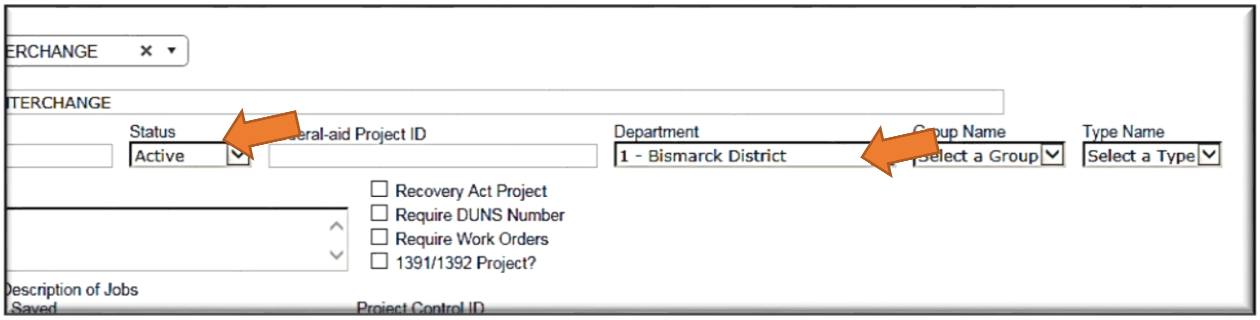
Please Note: Projects will generally be set up by CRD: District staff may correct errors and edit the Project Set Up.

1. Projects are set up under the Set Up tab, under the “Add/Edit Projects” button:

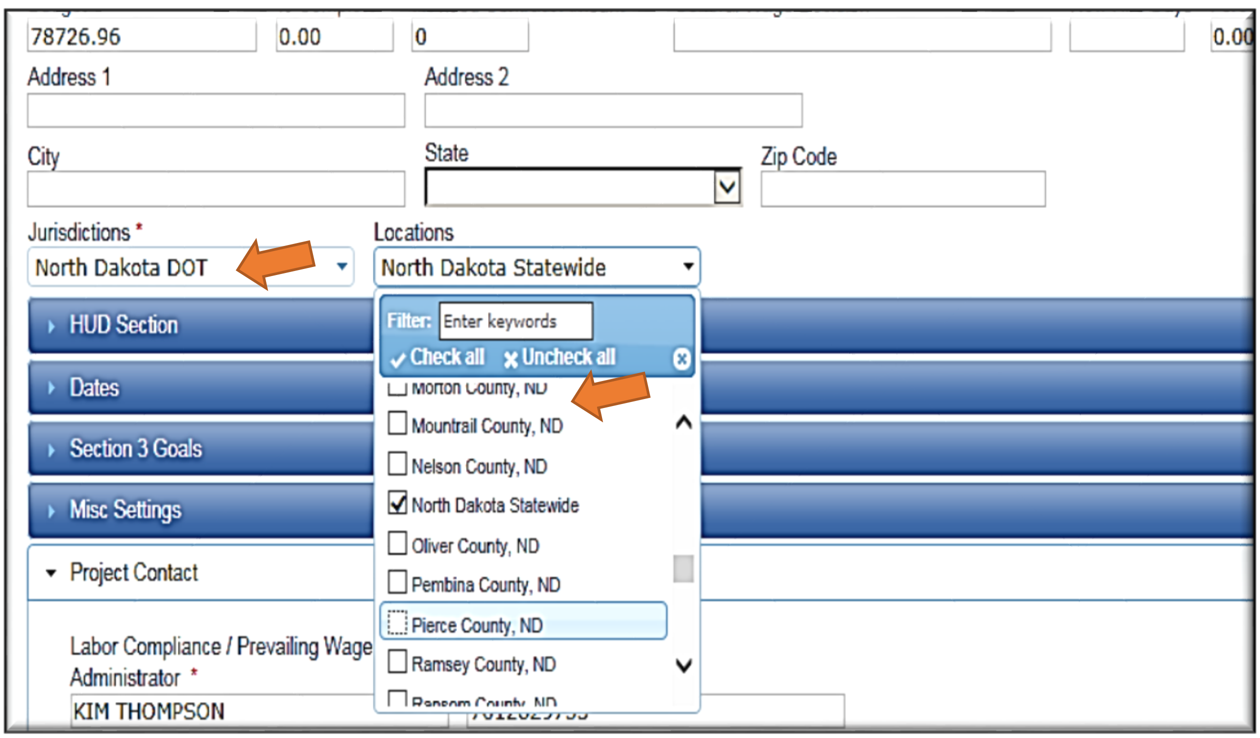
2. The top of the screen has a “Show Pending List” button. When this button is hit, the projects in the drop-down menu are only those recently imported from B2GNow. If you hit “Hide Pending List,” these projects are hidden. Typically, projects will be input from the Pending List. When inputting a project this way, choose a project to open:



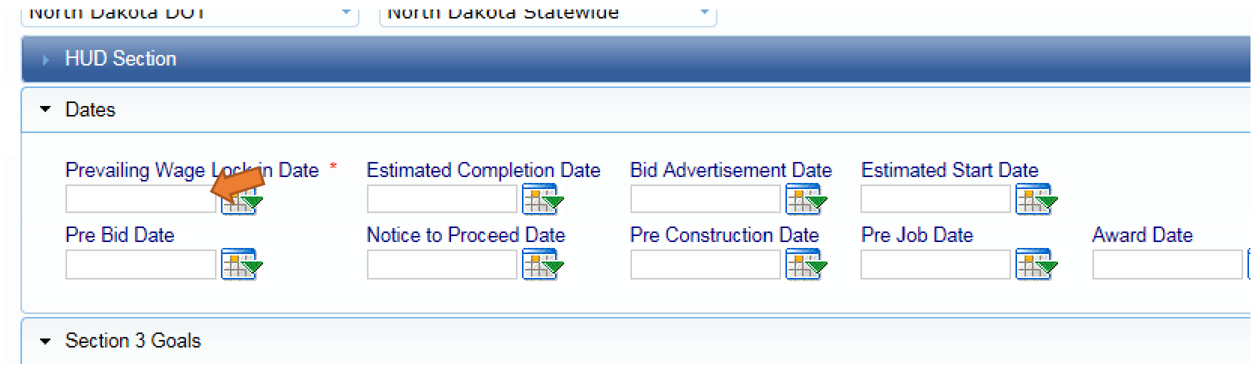
3. First, move the Project status from “Pending” to “Active.” Pull the contract award up and make sure that the PCN, Federal ID and budget (amount of award) match. At this point, choose a District to assign the Project to (the first letter after the dash in the Project name will tell you what District to assign the project). If the Project is being managed by a Consultant Engineer, note the Firm in the Department area. Note also who “owns” the Project – this information will typically go into the Project Description area. (For instance, “project is owned by Bismarck District and Kirk Hoff is the responsible person.”)



4. The next step is to check the “North Dakota DOT” box under “Jurisdictions” and to select “North Dakota Statewide”

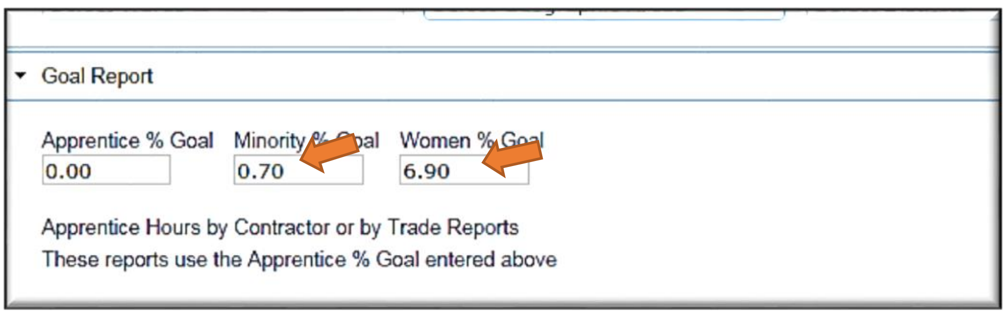


5. Next, go to the Dates Section (skip HUD Section), and input the bid letting date of the contract into the “Prevailing Wage Lock-In Date”



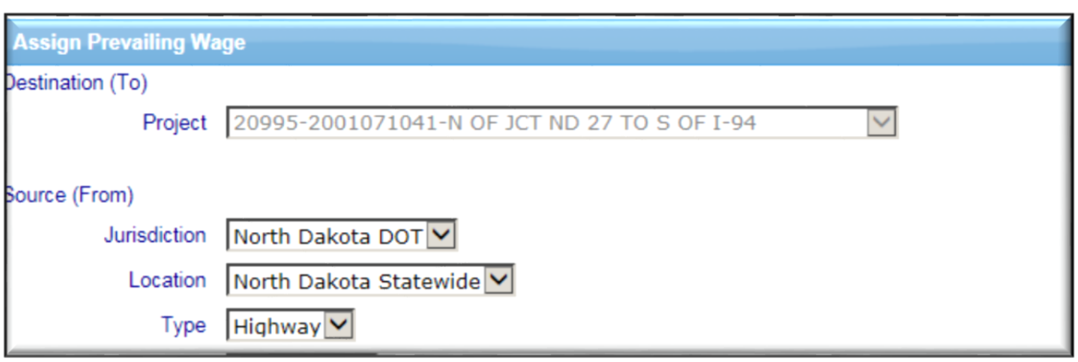
6. The Project Contact should always be the Prime Approver for the Contractor. This person has generally been designated by the contractor, or may be designated for this project only. See Prime Approver Worksheet.

7. Under Goal Report, in put a Women Goal of 6.9% and the Minority Goal of the County within which the project takes place. If there is more than one minority goal because there is more than one county in the project, input the higher percentage goal.

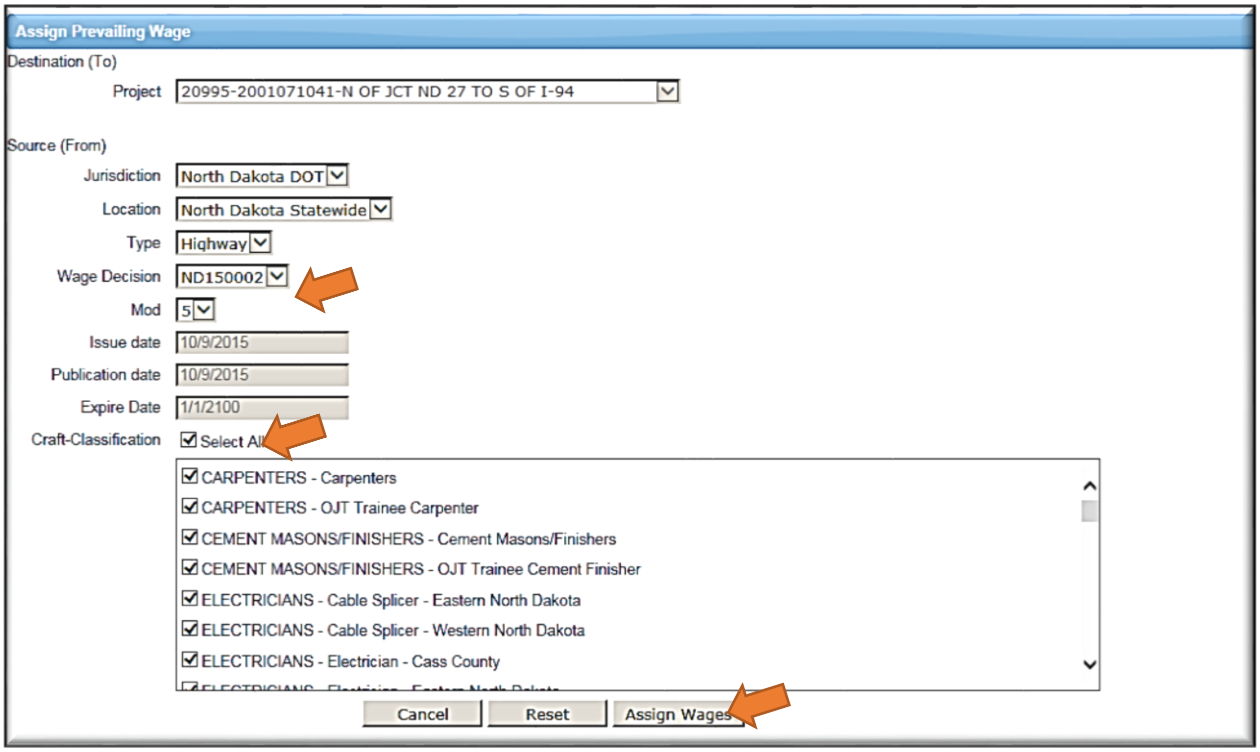


8. At this point, Save the Project by hitting Save button.

9. Then Assign the Prevailing Wage by hitting Assign Prevailing Wage Button. You will then go to the Assign Prevailing Wage Screen. The Screen will show information for Jurisdiction, Location and Type filled in:



10. You will then fill in the Wage Decision number and modification (unsure? Check the wage decision attached to the proposal). This will cause the date to automatically fill in and a Craft-classification box to appear – simply "select all" and hit "Assign Wages."



11. At this point, the project is in the system, and is assigned a wage decision. Go to the Contractor Assignment page, and verify that the project is assigned to the prime contractor.

Section 3 – Setting up and Assigning Contractors

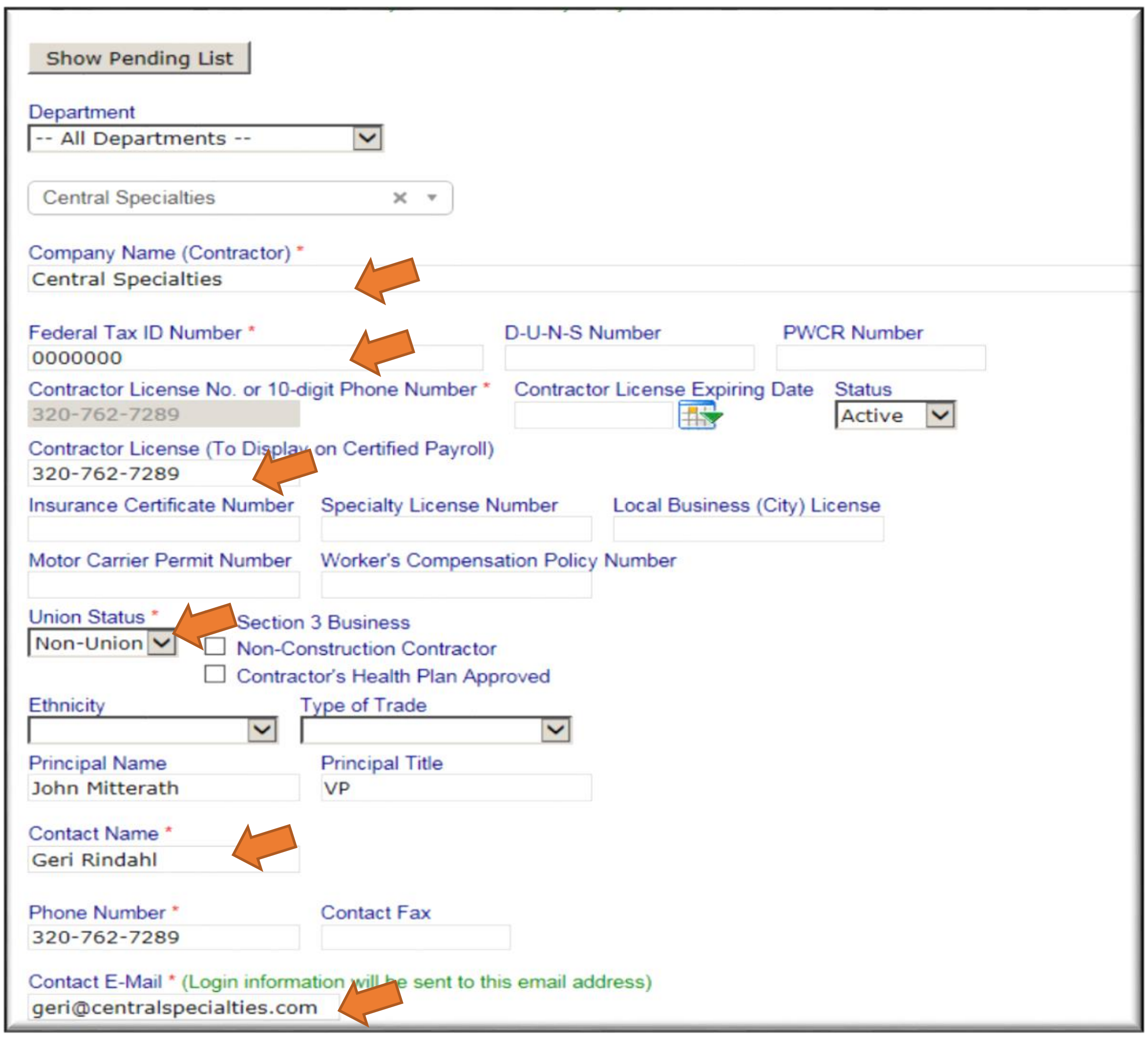
1. Contractors can enter the system in a variety of ways. They may be imported from B2GNow, in which case they will appear under a "Pending List." Or they may be input manually. However they are input, all contractors in LCPtracker must be Registered Contractors with the NDDOT.

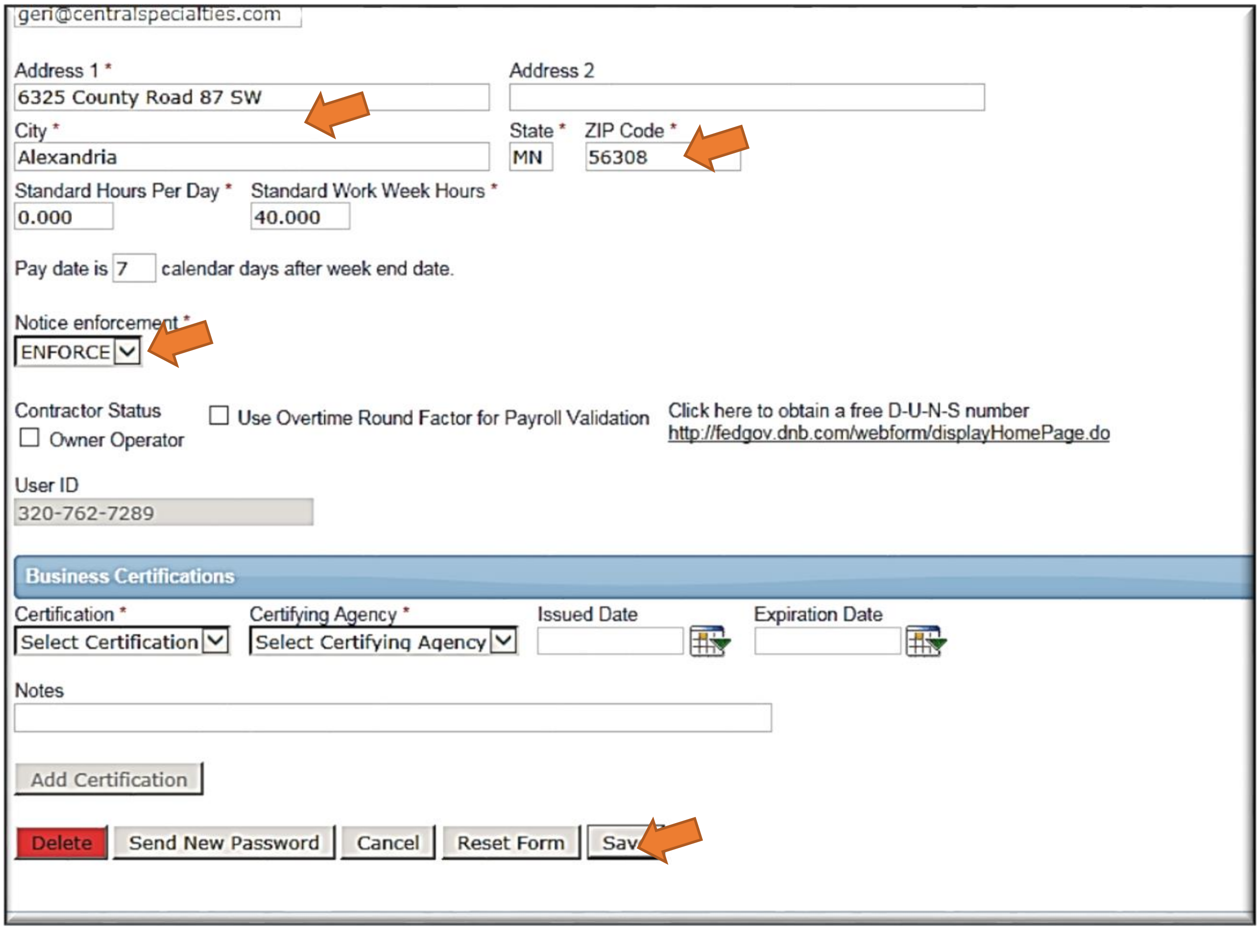
2. To input a Contractor, go to the Set Up Tab, and hit the "Contractor Setup" button.

3. From there, hit the "Add/Edit Contractors" button:

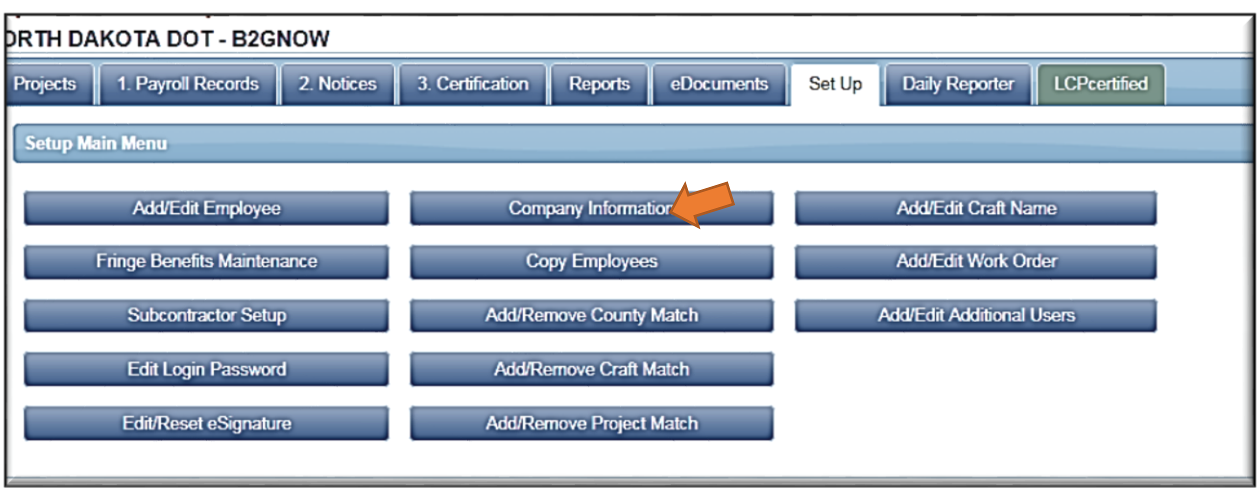
4. This will take you to the Add/Edit Contractor input page. If you hit “Show Pending List,” you will see the projects imported from B2GNow. Otherwise, you can simply input the following:
   a. Company Name – make sure it is exactly right
   b. Federal Tax ID
   c. 10 digit telephone number for company – this will be the user ID – input with NO DASHES OR SPACES
   d. Indicate union status
   e. Insert contact name, telephone and email – this will typically be the person signing certified payroll, although it may be any responsible party, who will then forward and change this person’s name, telephone and email.
   f. Address, including town, state and zip.
   g. Note Enforcement = ENFORCE

   Hit Save button when Complete.

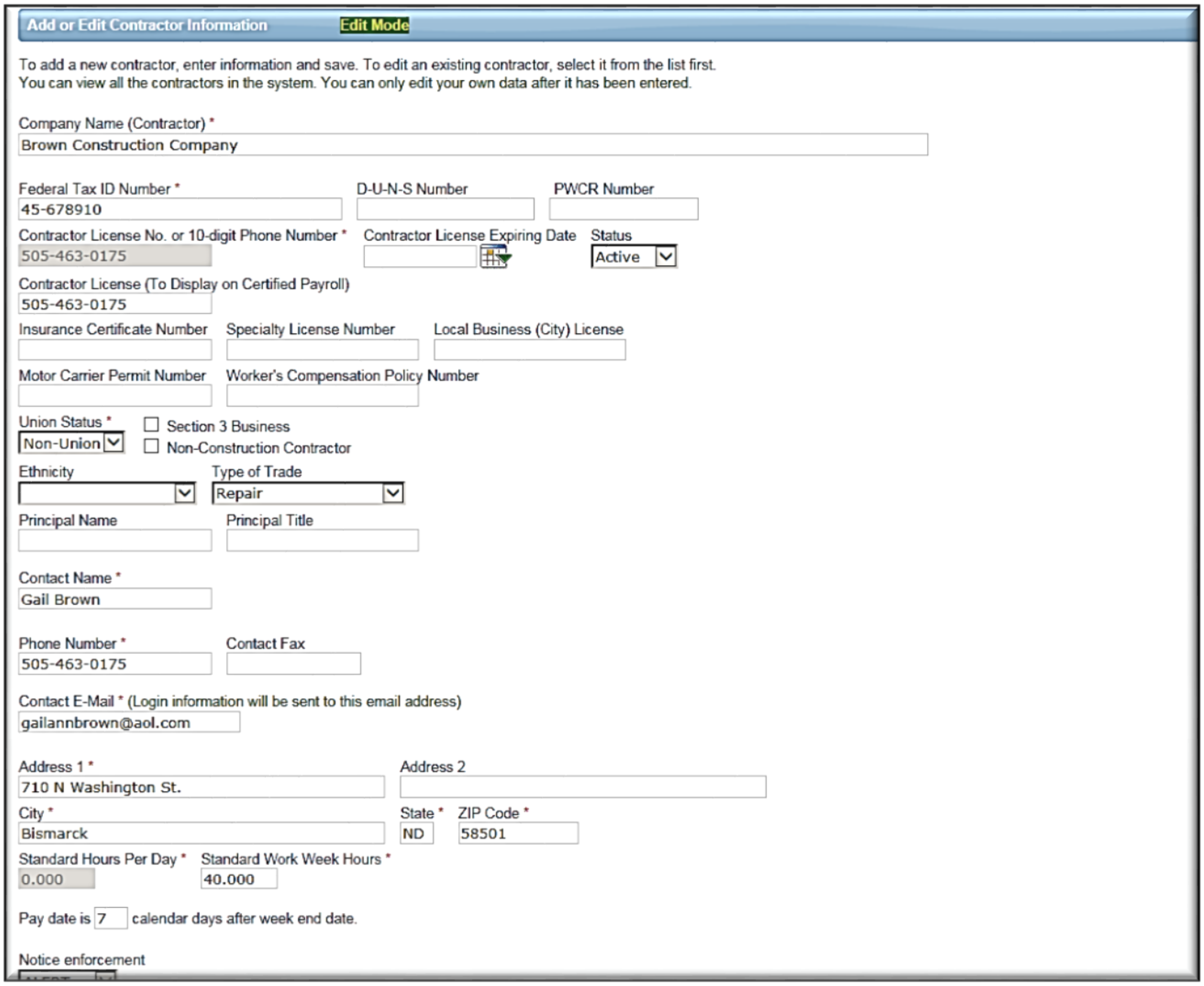




5. The Contractor can change any information on their own screen except the User ID (10 Digit Telephone Number). To change information, the contractor must go to the Set Up Tab and hit the Company Information button:



6. A screen will appear, allowing the contractor to change any information, except the User ID. If this change needs to be made, the contractor must be deleted and reentered, by a Full Admin, with another user ID. Extreme care should be taken doing this if the contractor has been assigned projects and is using the account. Contact LCPtracker tech support.


Add or Edit Contractor Information — Edit Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first.
You can view all the contractors in the system. You can only edit your own data after it has been entered.

Company Name (Contractor) *: Brown Construction Company

Federal Tax ID Number *: 45-678910
D-U-N-S Number:
PWCR Number:

Contractor License No. or 10-digit Phone Number *: 505-463-0175
Contractor License Expiring Date:
Status: Active

Contractor License (To Display on Certified Payroll): 505-463-0175

Insurance Certificate Number:
Specialty License Number:
Local Business (City) License:

Motor Carrier Permit Number:
Worker's Compensation Policy Number:

Union Status *: Non-Union
Section 3 Business
Non-Construction Contractor

Ethnicity:
Type of Trade: Repair

Principal Name:
Principal Title:

Contact Name *: Gail Brown

Phone Number *: 505-463-0175
Contact Fax:

Contact E-Mail * (Login information will be sent to this email address): gailannbrown@aol.com

Address 1 *: 710 N Washington St.
Address 2:

City *: Bismarck
State *: ND
ZIP Code *: 58501

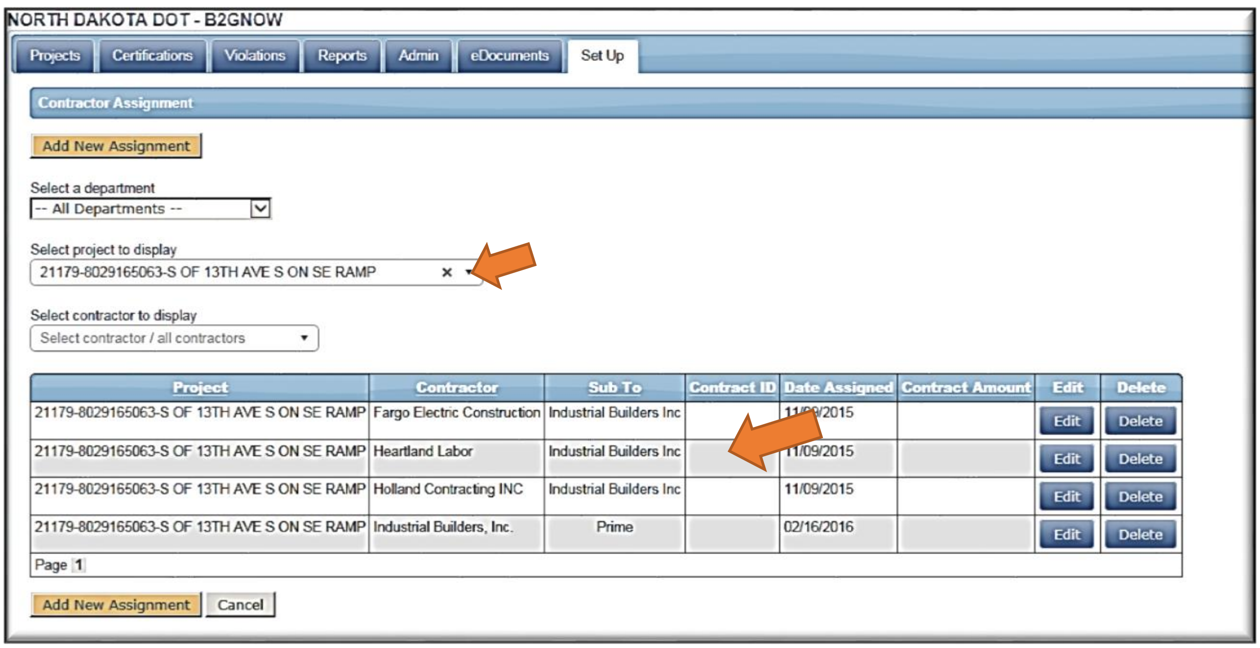
Standard Hours Per Day *: 0.000
Standard Work Week Hours *: 40.000

Pay date is 7 calendar days after week end date.

Notice enforcement

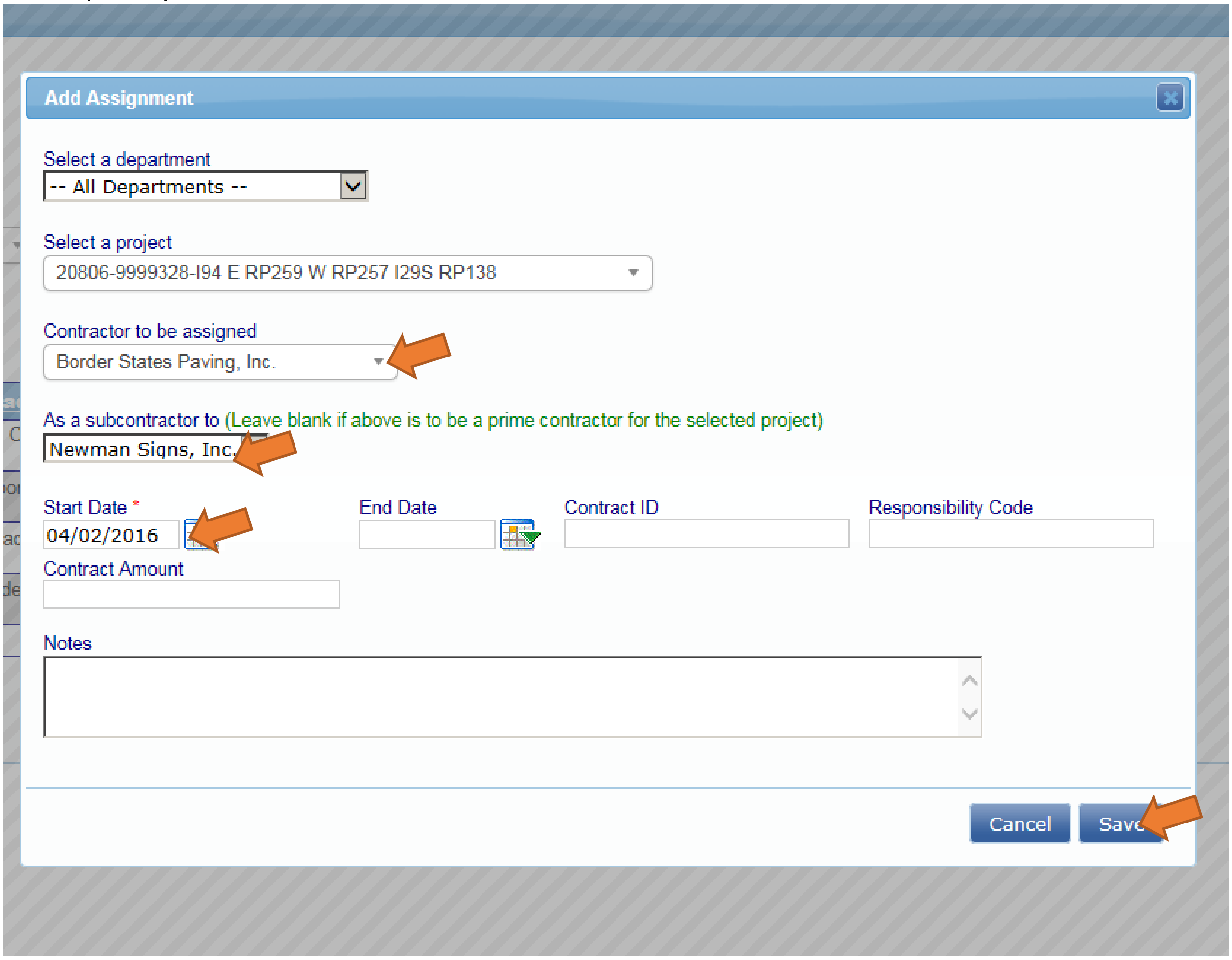
7. To Assign a Contractor to a Project, go to the Set Up Tab, and hit the Contractor Setup button. Then, hit the “Contractor Assignment” button.

8. Choose the Project you wish to assign. (You can narrow choices by Department.) You will then see the Prime and Subcontractors set up for the Project.



9. If you wish to assign a contractor beyond those you see, hit the amber "Add New Assignment" Button. From there, you will go to the "Add Assignment" page. Choose the Project, and a contractor to assign from the drop-down menu. Then choose a Prime or high-tier sub in the "As a subcontractor to" area. In general, input today's date or the date work will be commenced.

At this point, you can hit Save.



10. Going back, the assigned contractor should now appear on the Contractor Assignment page for the Project.

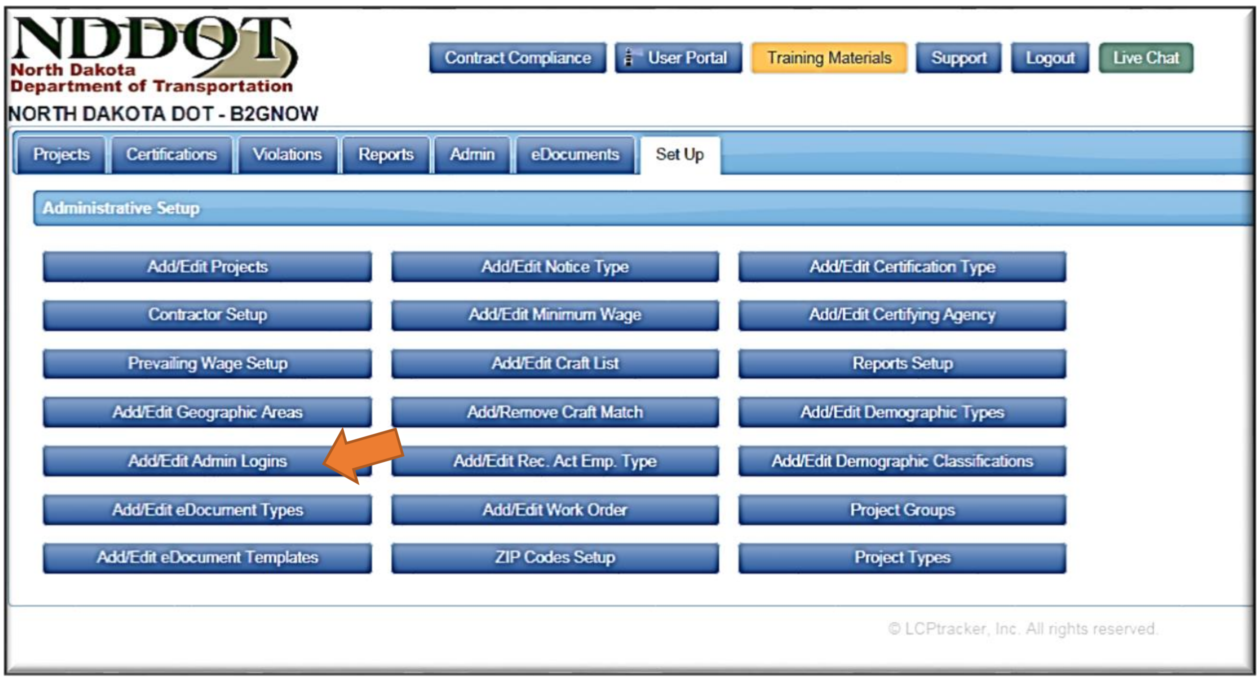
11. If the Contractor is not on the drop-down, you will need to enter it into the database before assignment. Care should be taken inputting for accuracy. Do not input unregistered contractors.

Section 4 – District Users - ADE/Business Manager Assignment of Roles

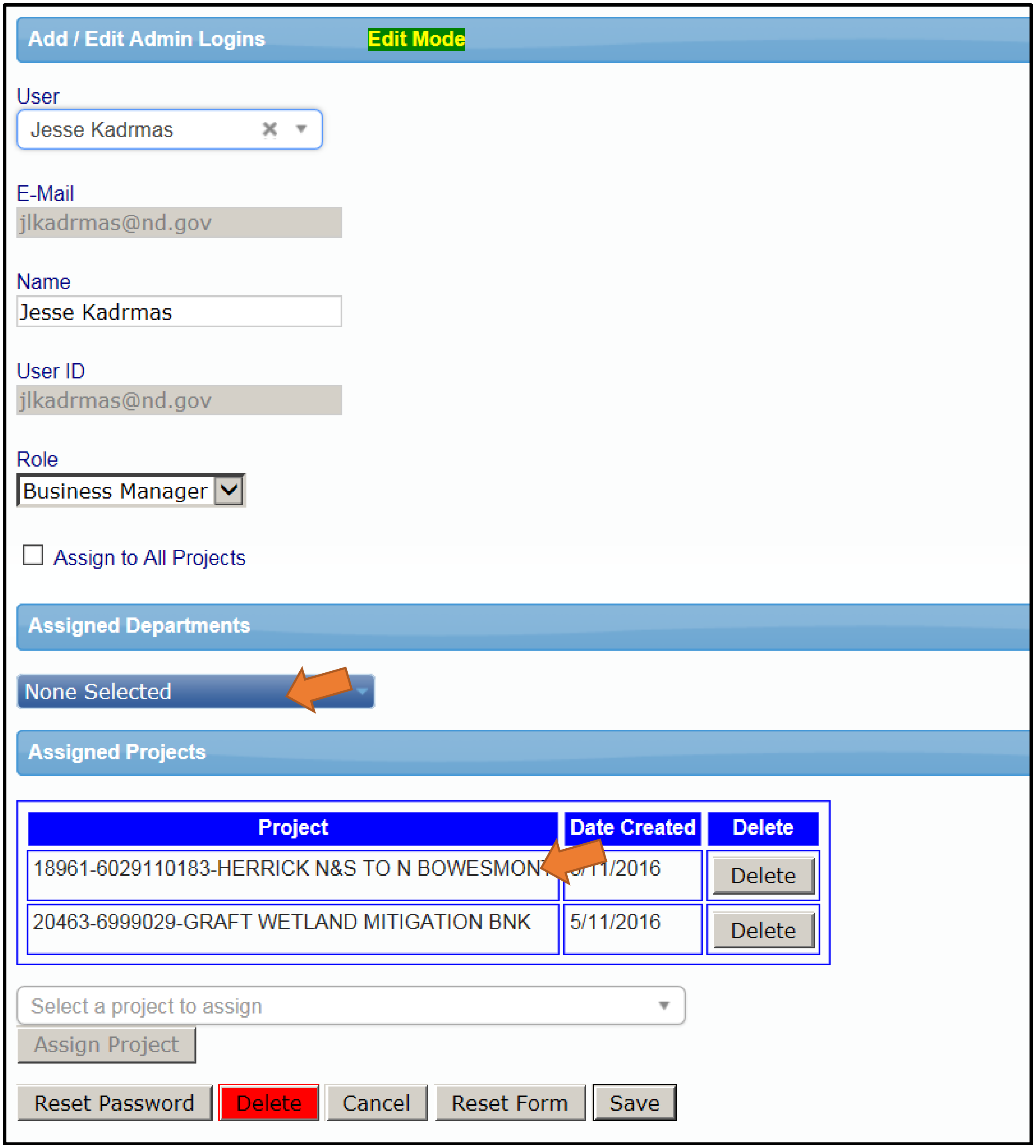
Please Note: This function will primarily be done through the ADEs and Team Leaders.

1. All ADEs are Full Admins within the system. They have the ability to perform any function within the system. It is important however that the Wage Decision Setup and Team Leaders will generally be Business Managers within LCPtracker, and they will be assigned to a particular District. When a Business Manager signs on, they should see all projects in the system assigned to their District. The Business Manager may then assign roles within the District to particular engineers and support staff.

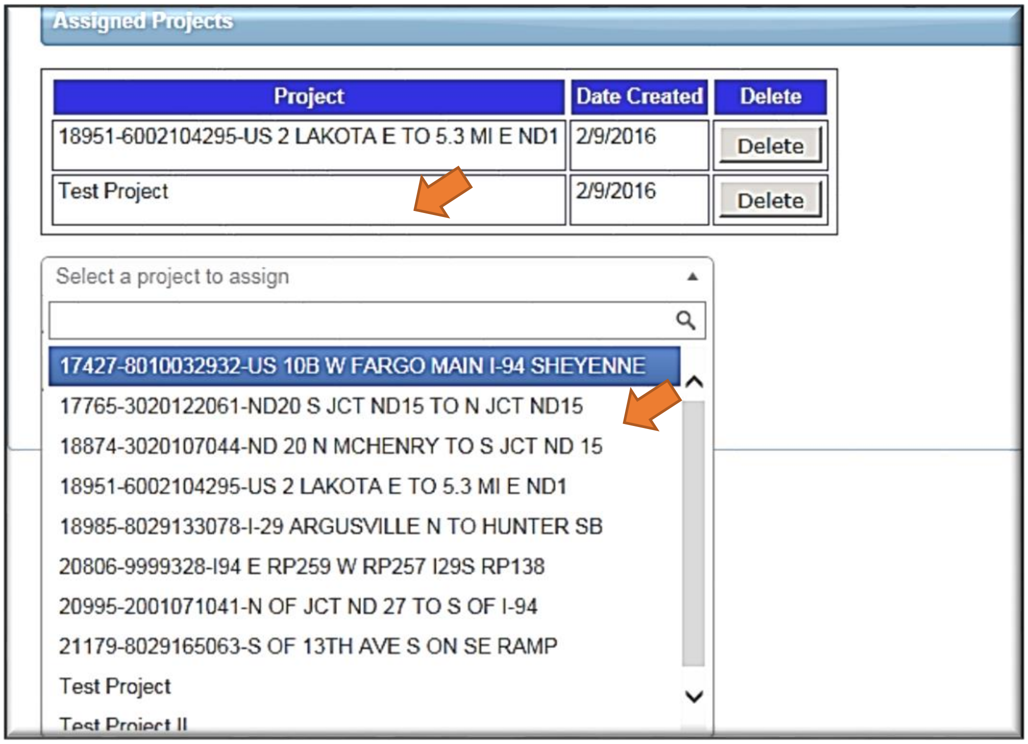
2. To Assign an Engineer to a Project, go to the Set Up tab and hit the "Add/Edit Logins" button.



3. Choose a User to edit from the Drop-Down Menu. In general, users will be Business Managers but will not be assigned by District, but by Project. If an Engineer is assigned as a Business Manager to a District, he or she will see all the Projects in the District on the Project page and on the Certifications and Violations pages. <u>If the Project Engineer wishes to limit the Projects he or she sees to only those to which he or she is assigned, the Business Manager needs to "uncheck" the District Box and assign him or her to particular projects.</u>



4. To assign a project, go to the Assigned Projects area at the bottom of the page. Open up the "Select a project to assign" drop-down menu and choose a Project. The project should appear in the Assigned Projects box. Hit the Save button.



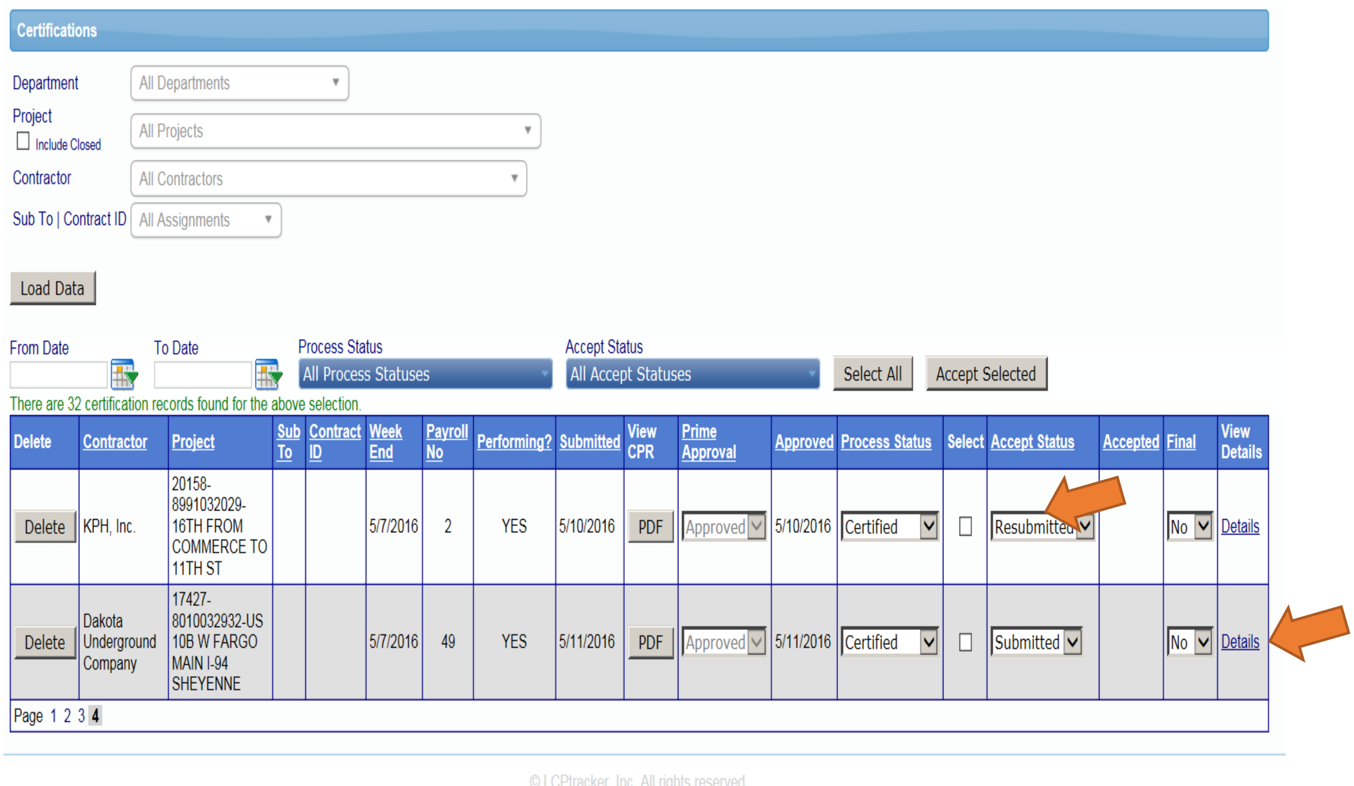
5. Consultant Engineers will be assigned not to a District, but to an Engineering Firm. Within the Engineering Firm, they should see all projects assigned to that firm. If further limitation is desired, the ADE or project lead should assign the engineer to the project, and not to the firm. Please call Gail (701) 328-2605 for guidance.

Section 5 – Reviewing Payroll

1. The Project Lead or a member of his or her staff should review payroll on a weekly basis. Until the Prime Approver has approved payroll, it will not appear on the Project Engineer or Team Leader's screen.

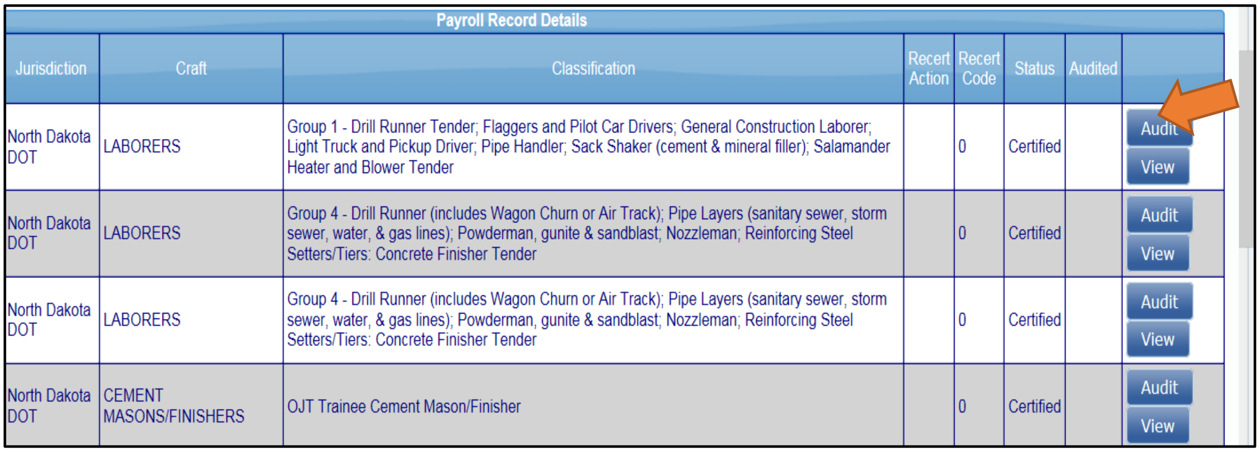
2. Once approved, the Project Engineer or his or her staff will need to review and accept the payroll.

3. The first step is to go to the Certifications Tab, and see payroll that has not yet been accepted. Payrolls will appear on the Certifications Tab, but as "Submitted" or "Resubmitted." You should go to the "Details" section:



4. Hitting the "Details" link will open up the Payroll Page. Look for missing or misclassified employees. If there are "warnings," open up the payroll screen and see what the warning is for. The most common warning is for "deductions exceed wage," which tells you that the system has highlighted too many deductions. In general, this is a child support, wage garnishment or loan repayment deduction. You should make sure and substantiate that this is in fact the case. In regards to proof of deductions, in the construction season of 2016, please follow the standards you have always used: that is, if you have required the deduction noted on the certification page, you should continue to do that. If you require a child support order, such an order should be loaded into EDocuments.

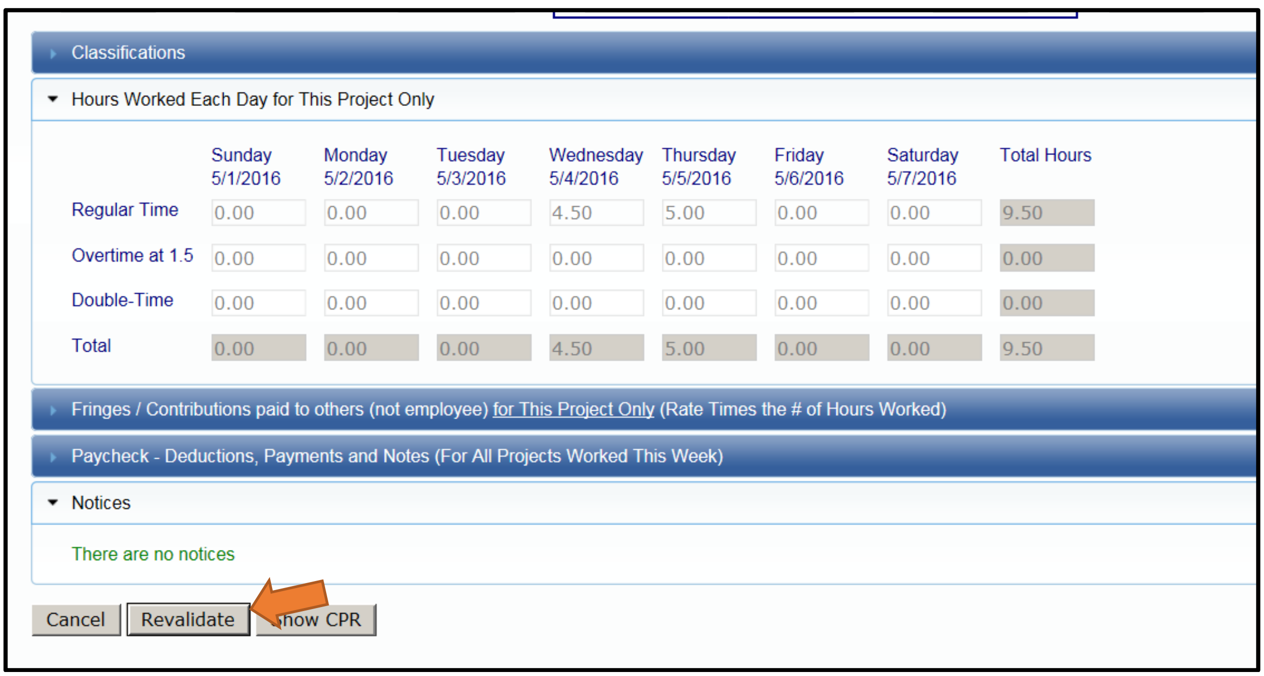
5. Next, you should “audit” at least one employee in each broad classification (laborers, operators, truckers or tradespeople). To do this, click on the “audit” button, and review the payroll.



Payroll Record Details

Jurisdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited	
North Dakota DOT	LABORERS	Group 1 - Drill Runner Tender; Flaggers and Pilot Car Drivers; General Construction Laborer; Light Truck and Pickup Driver; Pipe Handler; Sack Shaker (cement & mineral filler); Salamander Heater and Blower Tender		0	Certified		Audit View
North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers: Concrete Finisher Tender		0	Certified		Audit View
North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers: Concrete Finisher Tender		0	Certified		Audit View
North Dakota DOT	CEMENT MASONS/FINISHERS	OJT Trainee Cement Mason/Finisher		0	Certified		Audit View

6. When the payroll sheet for the employee opens, check that the hours fairly represent your knowledge of when the employee was present. Look at the Fringes, and make sure that the amounts are reasonable, and that the deductions also appear reasonable. Check the Notices, and make sure there are no Notices on the payroll – all Violations should have been taken care of by the Prime Approver at an earlier stage. You may need to vertify that a Warning is not valid – for instance, a warning about other Deductions is likely due to Child Support or other garnishment. When you have completed your review, click on “revalidate.”



Classifications

Hours Worked Each Day for This Project Only

	Sunday 5/1/2016	Monday 5/2/2016	Tuesday 5/3/2016	Wednesday 5/4/2016	Thursday 5/5/2016	Friday 5/6/2016	Saturday 5/7/2016	Total Hours
Regular Time	0.00	0.00	0.00	4.50	5.00	0.00	0.00	9.50
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	4.50	5.00	0.00	0.00	9.50

Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

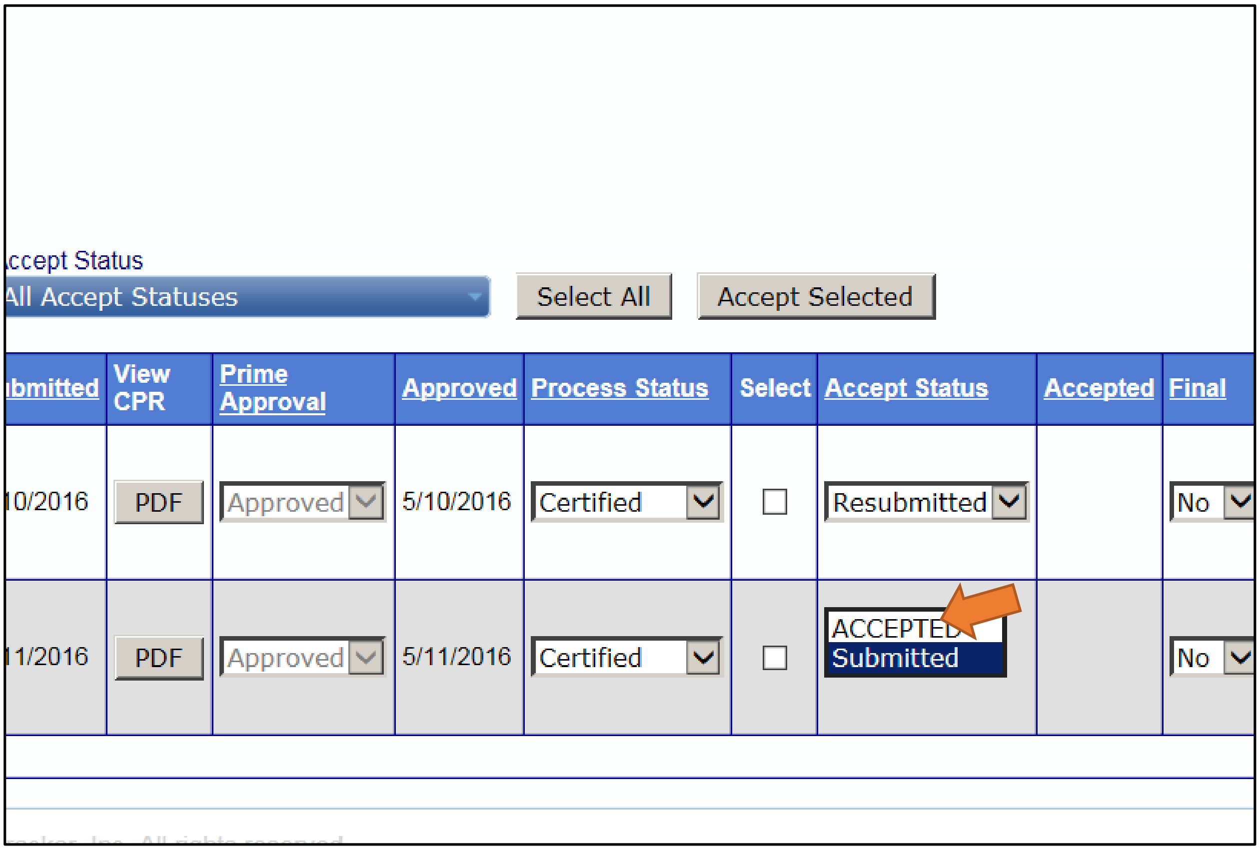
Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

Notices

There are no notices

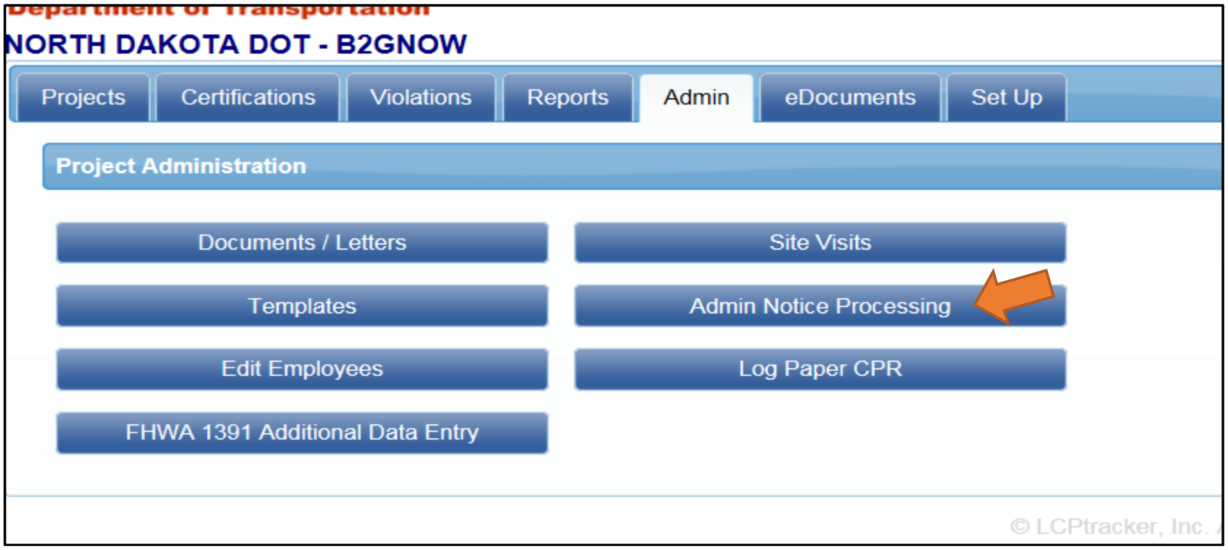
Cancel | Revalidate | Show CPR

7. When you have audited one worker in each classification, return to the Certifications page. At this point, change the status of the Payroll to "Accepted."

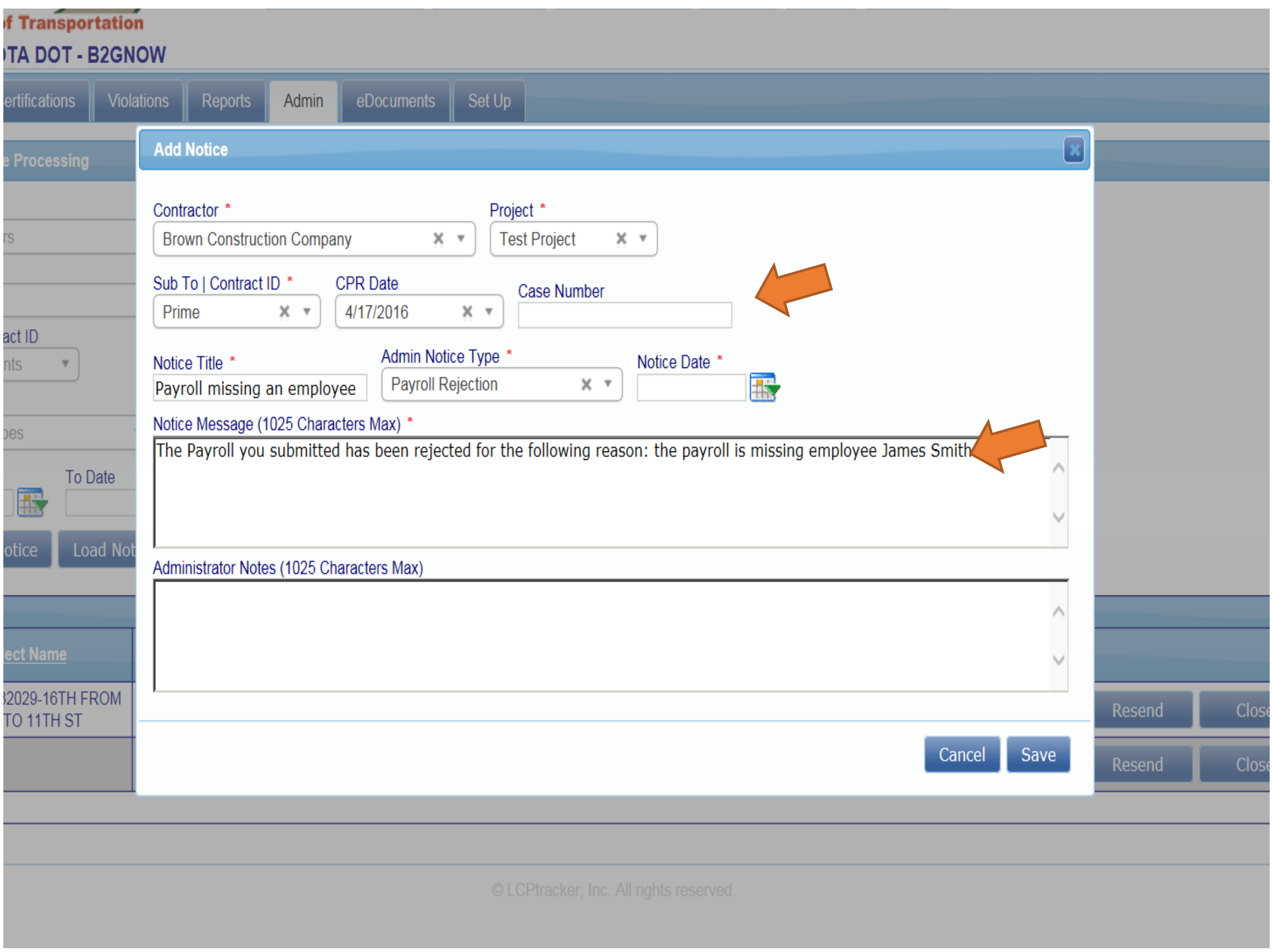


8. Once "accepted," your review of payroll is complete. You can proceed to the next payroll, or you are finished if there is no other payroll.

9. If violations are seen in the payroll, work through the Prime Approver to get them fixed. This can be done via telephone, or through the "Admin Notice Processing" button on the Admin Tab.



10. Once you get on the Admin Notice Processing page, hit the "Add New Notice" button. This opens a screen within the screen. Select the Contractor, the Project, the Prime, the payroll date, put in a Notice Title and select an "Admin Notice Type" and notice date. You do not need to submit a Case Number.



11. The Notice will then appear on the Admin. Notice Processing page. From there, you can edit, resent or close it. When you send out such a Notice, the Prime Approver and the subcontractor will both get a copy of the Notice. Rely on the Prime Approver to make sure the Payroll is resubmitted.

12. Checking payroll and sending Notices should be done in an efficient and quick way. Don't spend time checking wage rates or math – the system does this for you. Make sure you check for missing or misclassified employees and that deductions and fringes appear reasonable.

Section 6 - Labor Interviews

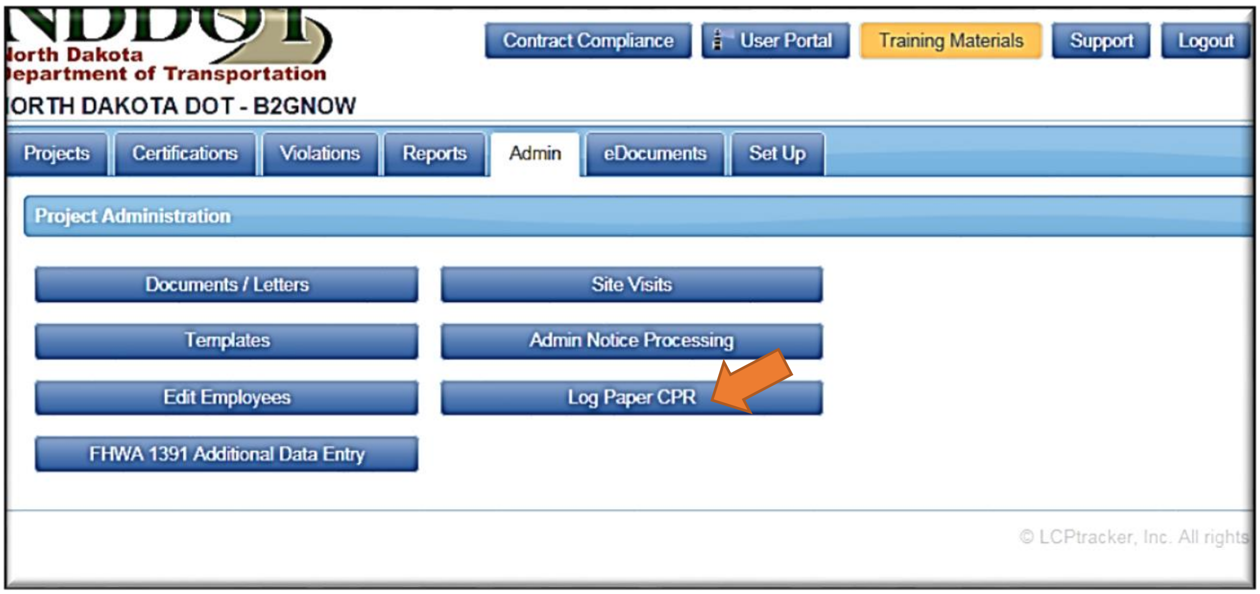
1. At this time, the Site Visit function on LCPtracker is going through a significant redo.

2. Because LCPtracker cannot guarantee the confidentiality of labor interviews until the redo on the Site Visit function is completed, CRD has made the decision to do Labor Interview and put these interviews in CARS until further notice.

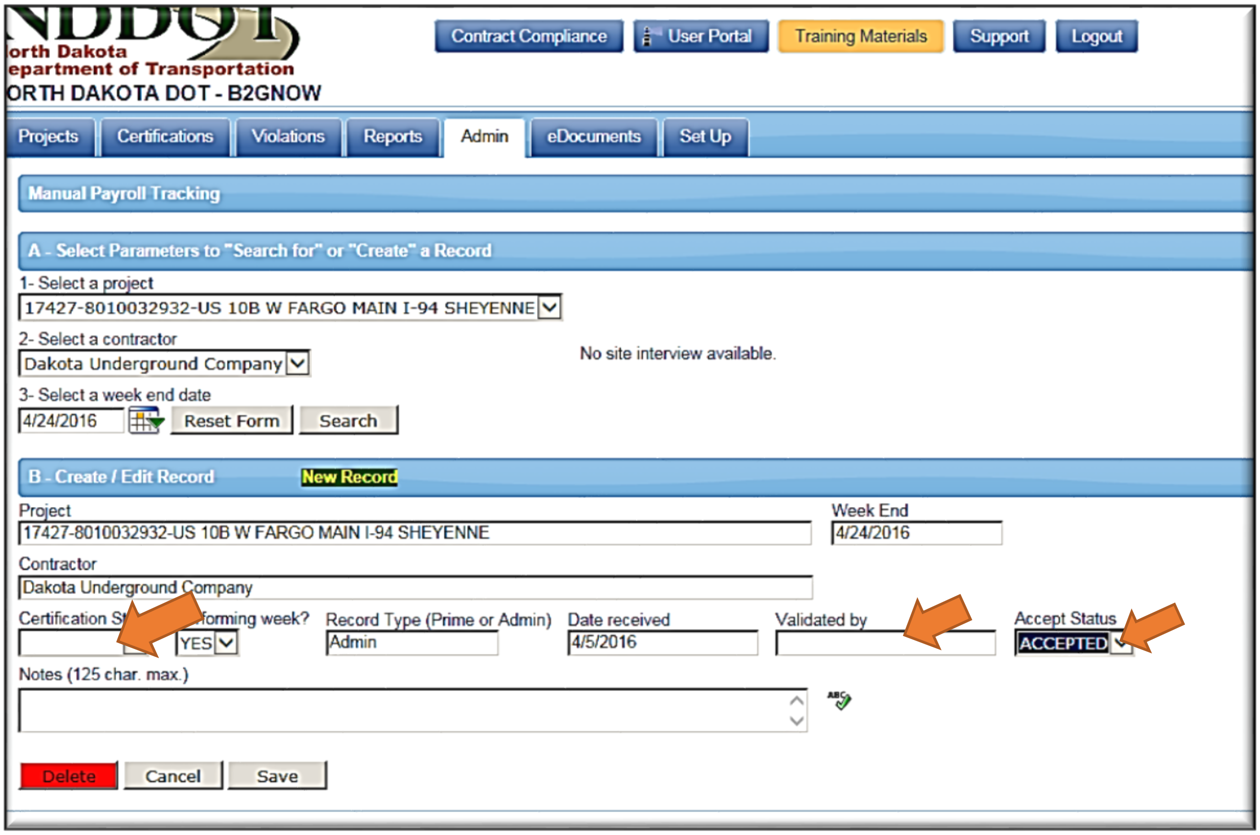
3. The new Labor Interview Form is available on the Intranet,

Section 7 – Inputting Paper Payroll

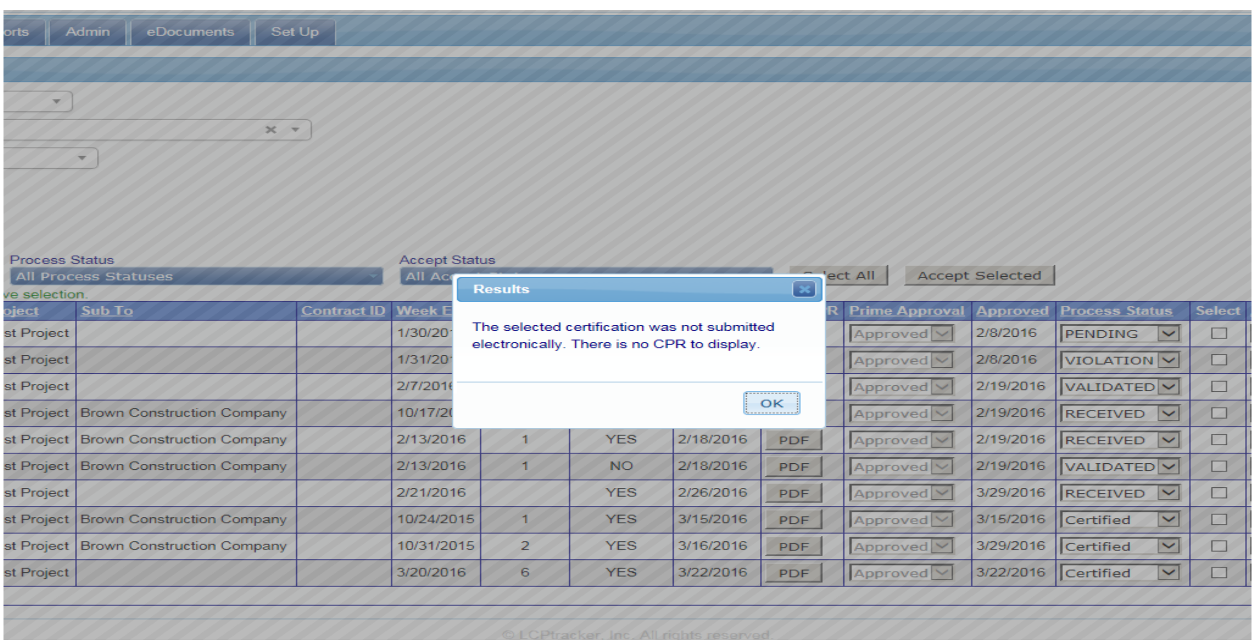
1. During Construction season 2016, the NDDOT will continue to accept paper payrolls while urging contractors to begin using LCPtracker, the Department's automated payroll system.
2. From October, 2016 forward, the Department anticipates that LCPtracker will be required.
3. When paper payroll is received by Project staff, it needs to be both logged into the system, and uploaded into the system.
4. To log in paper payroll, go to the Admin Tab, and hit the "Log Paper CPR" button.



5. Choose a Project, a Contractor and a week end date and hit the Search button. This will cause a New Record to be created in section B. The Certification status drop down is for your own use – you can note that there is a violation, or that your review is pending. The Accept Status should reflect either Accepted or Rejected (if you have let the contractor know the payroll is inadequate at the time you accepted it). In the Validated by space, type your own name. You can makes Notes comments if you note a violation or rejection of the payroll. At this point, hit the Save button.



6. At this point the paper payroll will be “saved” on log in, but must be approved by the Prime Approver before it is visible on the Certifications pager. When approved, you can see the payroll you just “logged” is now noted on this page. When you try to view a pdf of a CPR submitted in paper, you would get the following message.

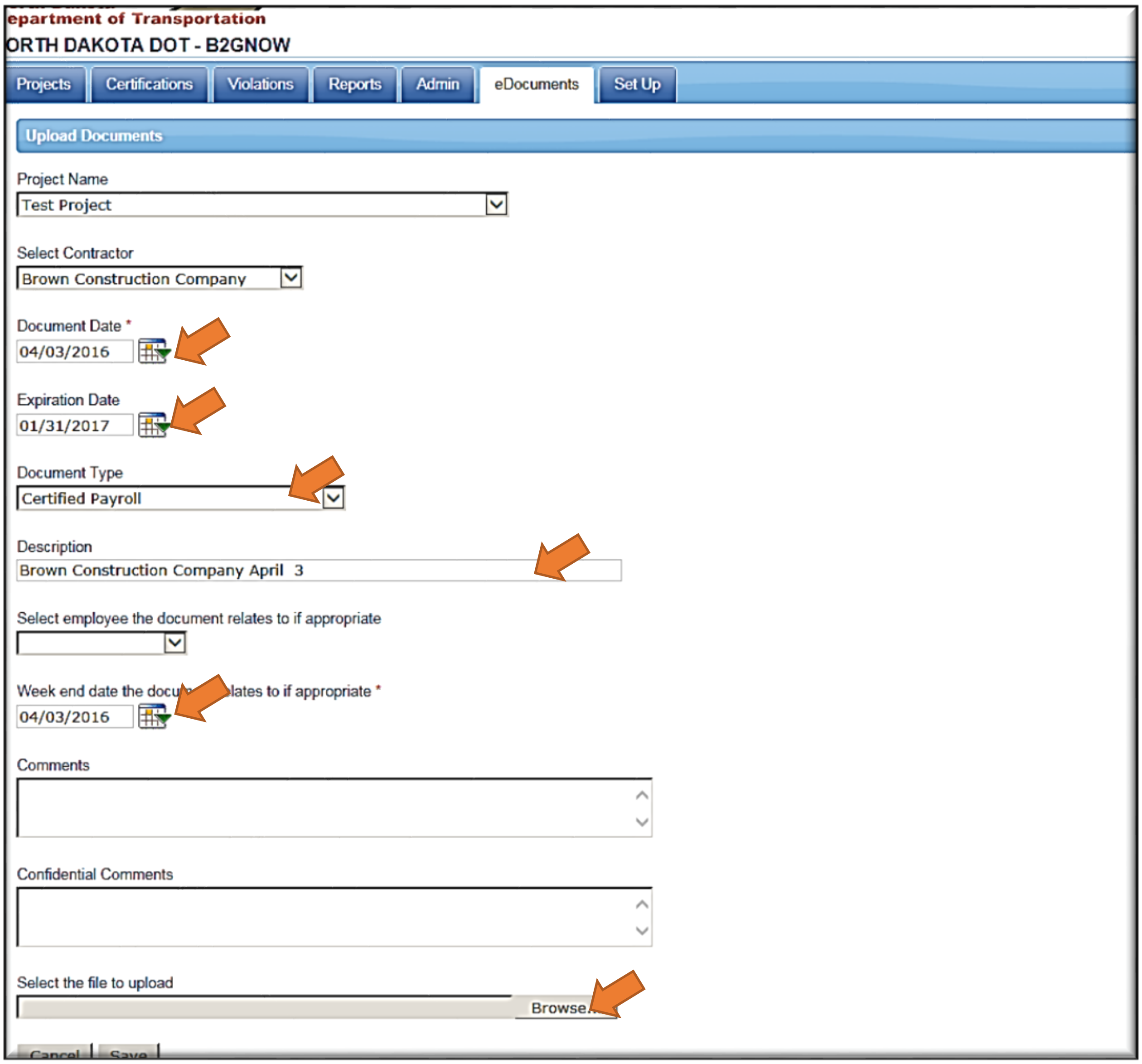


7. If you try to View a payroll submitted in paper, you get the following:

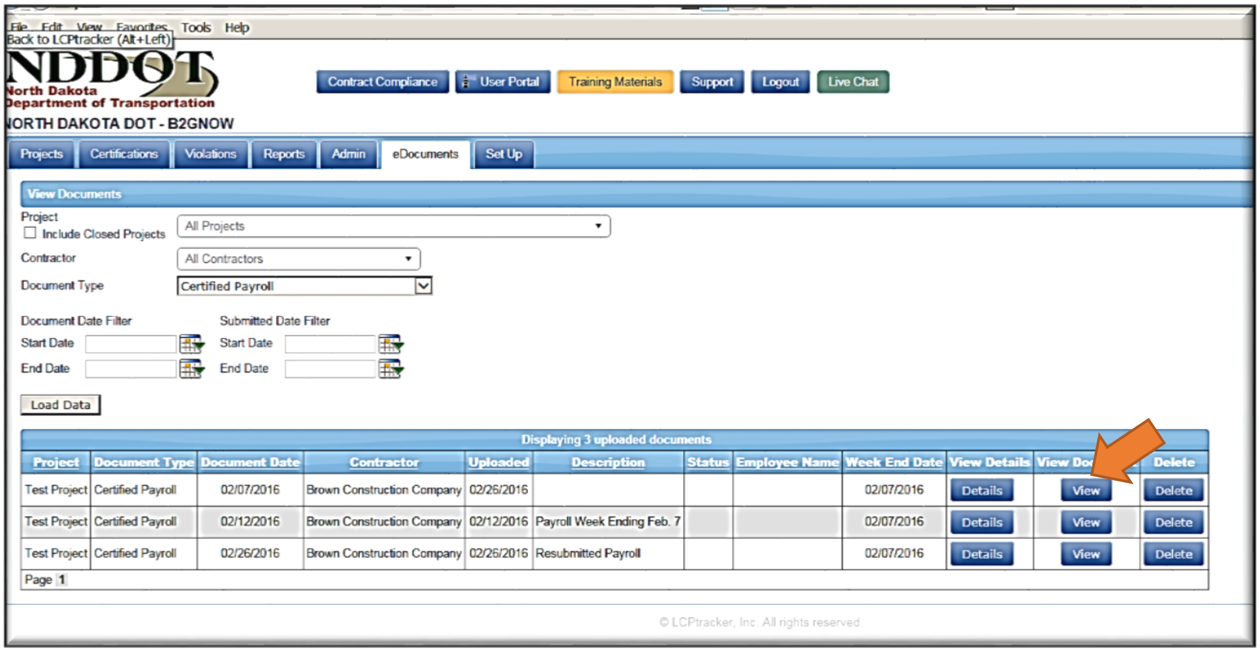
The record does not contain the type of detail that an electronic record would, but it is noted on the CPR list, and the system will not include this payroll in any type of late payroll report.

8. Once you have logged in a payroll, it must be uploaded to the system. First, scan in the payroll and save to a file. Go to the eDocuments Tab, and hit the Upload Documents button. From there, choose the Project, the Contractor, the Document Date and choose the end of the Project as an Expiration Date (this field must be filled in although it appears not to fit this upload). Choose “Certified Payroll” as the Document Type and you can include a description such as “Brown Construction April 3.” It is not necessary to choose an employee, but do input the week end date. At this point, you can hit the “Browse” button and find the document to which to

scanned in the payroll in question. Once you have done all this, hit the Save button.



9. You should now check that the payroll has been saved. Go to eDocuments and hit the View button. Hit "Certified Payroll" as the document type (limit by project or contractor if you have a lot of payroll). This will bring up a list of payroll. Hit the View button to view the payroll. If it legible and complete, you have uploaded the payroll and you may destroy the paper copy.


File Edit View Favorites Tools Help
Back to LCPtracker (Alt+Left)
NDDOT
North Dakota
Department of Transportation
NORTH DAKOTA DOT - B2GNOW
Contract Compliance
User Portal
Training Materials
Support
Logout
Live Chat
Projects
Certifications
Violations
Reports
Admin
eDocuments
Set Up
View Documents
Project
Include Closed Projects
All Projects
Contractor
All Contractors
Document Type
Certified Payroll
Document Date Filter
Start Date
End Date
Submitted Date Filter
Start Date
End Date
Load Data
Displaying 3 uploaded documents
Project
Document Type
Document Date
Contractor
Uploaded
Description
Status
Employee Name
Week End Date
View Details
View Doc
Delete
Test Project
Certified Payroll
02/07/2016
Brown Construction Company
02/26/2016
02/07/2016
Details
View
Delete
Test Project
Certified Payroll
02/12/2016
Brown Construction Company
02/12/2016
Payroll Week Ending Feb. 7
02/07/2016
Details
View
Delete
Test Project
Certified Payroll
02/26/2016
Brown Construction Company
02/26/2016
Resubmitted Payroll
02/07/2016
Details
View
Delete
Page 1
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Section 8 – Reports

1. The First Compliance Report you can generate is a Payroll Report by Project.

NDDOT
North Dakota Department of Transportation

Project: 18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1

Start Date: 07/11/2015 **End Date:** **Bid Ad Date:** **Budget:** $16,527,334.06

Diamond Surface, Inc.
Sub To: All Assignments

Contact: Terry Heintz **EMail:** terryh@diamondsurfaceinc.com
Address: 21025 Commerce Boulevard Suite 900, Rogers, MN 55374
Phone: 763-420-5009 **Fax:**
Worker's Comp:

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?	
10/16/2015	10/28/2015	YES		RECEIVED	ACCEPTED		NO		

Gowan Construction, Inc.
Sub To: All Assignments

Contact: Gaylene Johnson **EMail:** gaylene@gowanconstruction.com
Address: 3596 15th St. NE, Oslo, MN 56744
Phone: 7017393738 **Fax:**
Worker's Comp:

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?	
12/12/2015	12/23/2015	YES	SYSTEM	Certified	Submitted	33	YES		
11/28/2015	12/11/2015	YES	SYSTEM	Certified	Submitted	32	YES		Possible Reporting Gap
11/21/2015	11/25/2015	YES	SYSTEM	Certified	Submitted	31	YES		
11/14/2015	11/20/2015	YES	SYSTEM	Certified	Submitted	30	YES		
11/07/2015	11/13/2015	YES	SYSTEM	Certified	Submitted	29	YES		
10/31/2015	11/12/2015	YES	SYSTEM	Certified	Submitted	28	YES		
10/24/2015	11/12/2015	YES	SYSTEM	Certified	Submitted	27	YES		
10/17/2015	11/09/2015	YES	SYSTEM	Certified	Resubmitted	26	YES		
	CHANGES MADE TO EMPLOYEES TURNING IN LATE CARDS								
10/17/2015	10/30/2015	YES	SYSTEM	Superseded	UPDATED	26	YES		
10/10/2015	10/22/2015	YES	SYSTEM	Certified	Submitted	25	YES		
10/03/2015	10/12/2015	YES	SYSTEM	Certified	ACCEPTED	24	YES		

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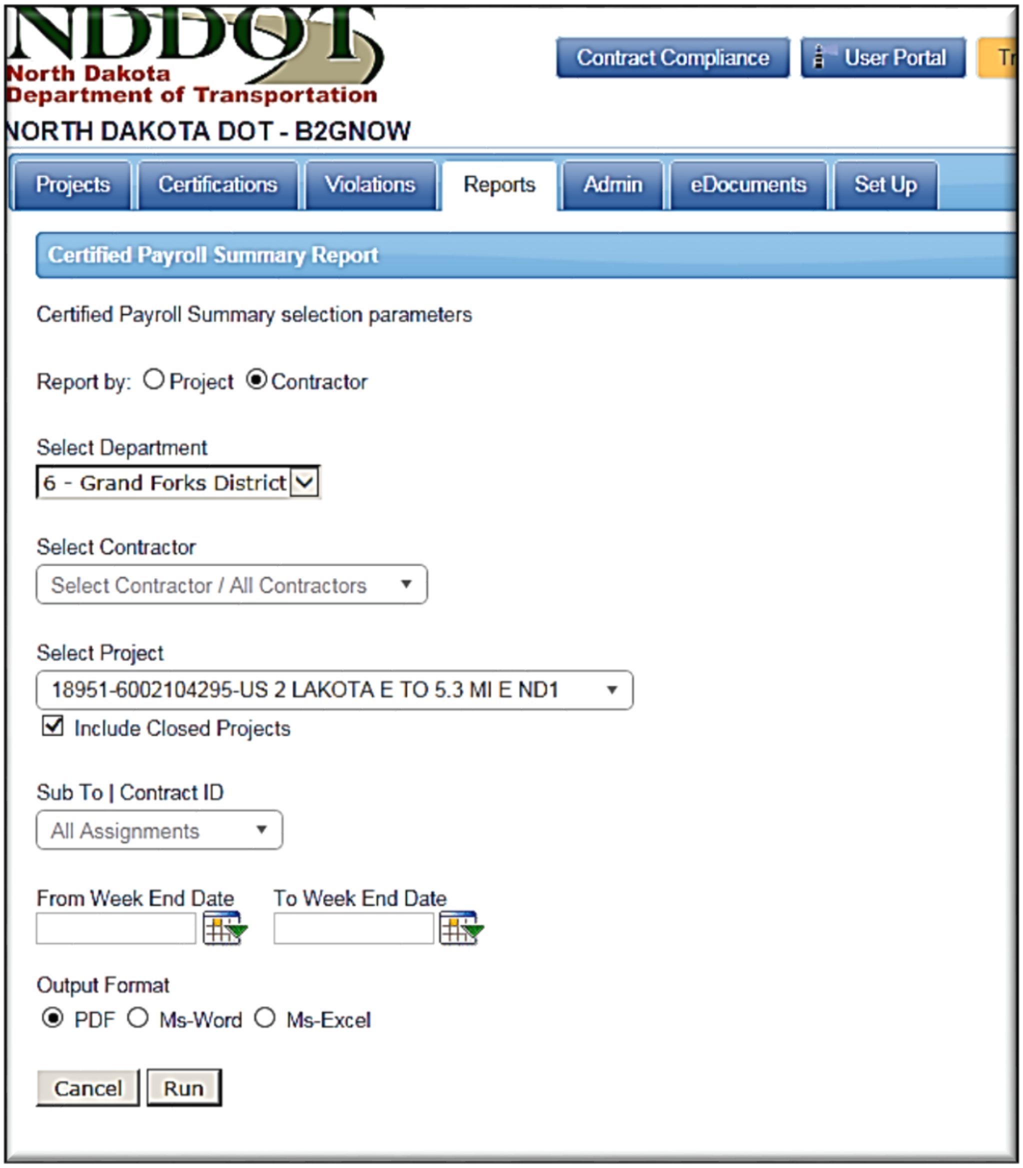
This payroll report will identify when payroll has been filed, whether that payroll is reject or resubmitted, and will also identify possible gaps or missing payroll.

2. To generate a Certified Payroll Summary Report, go to Reports, go to Compliance and select “Certified Payroll Summary Report.” Fill in as much of this form as you can and hit “Run.”



3. Another Report is a Late CPR Summary Report. This Report will give you a summary of late payroll on a particular project. In order for this report to be useful, correct start dates must be put in and paper payroll must be logged in.

Section 9– Finaling and Closing Project Files

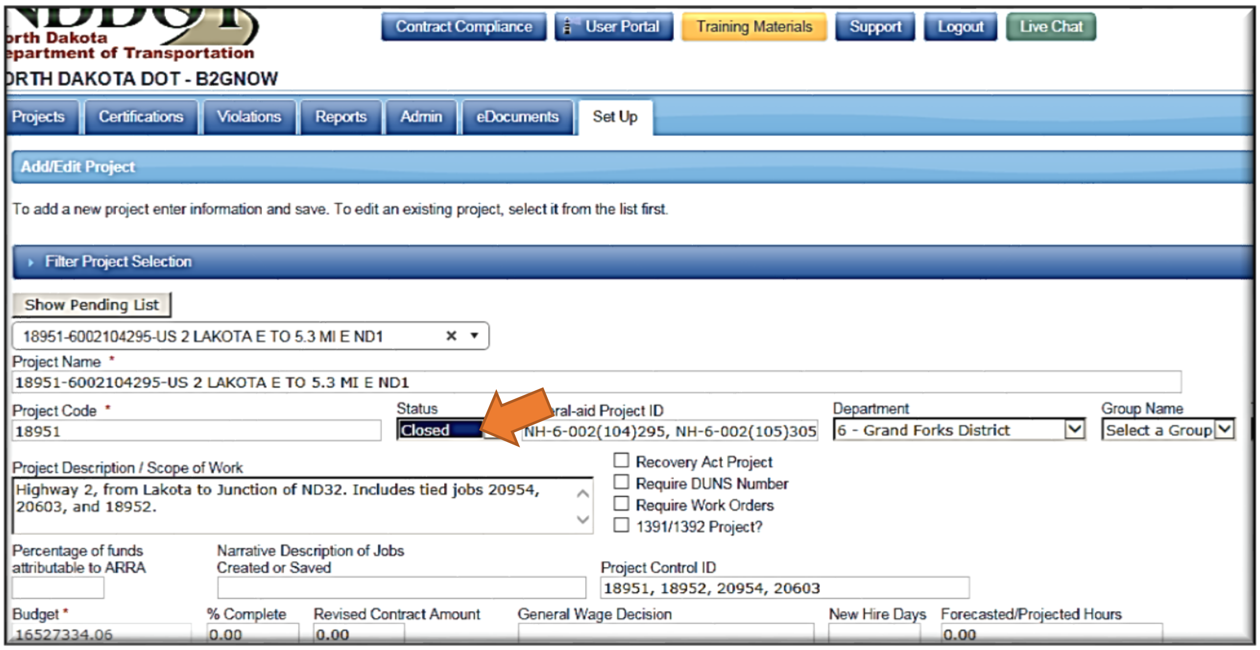
1. When a project is finaled, it can be closed in LCPtracker.

2. The NDDOT will no longer keep boxes of paper payrolls. All paper payroll should be reviewed an input.

3. You should have logged in all payroll, and have looked for any payroll missing or unfiled.

4. Clear all violations close any administrative messages or notes.

5. Go the Set Up Tab, and hit the Add/Edit Project button. Select the Project you are closing, and under the Status Bar, change from "Active" to "Closed." Hit the Save button.



6. The Project is now archived in the LCPtracker system. It will be saved for 3 years from the final date, and then will be purged.

7. If there are related documents that you need to archive, contact Gail Brown, 701-328-2605, and we can establish a template for upload. In this way, you can save documents in the LCPtracker system and avoid any paper in the project box.